

EVANGELIZATION TIME LINE – Approved by Pastoral Staff, March 16, 2005

Please note:

1. The tasks have been arranged according to **PRIORITY Evangelization NEEDS** as perceived for Our Lady of Grace Parish Community.

2. **The Parish Resource Center is A TOP priority.** Because it is dependent on the Facilities and Finances plans, we have included it with the evangelization needs that facilities and finances encompass.

3. The order of listing hopes to reflect three major categories related to Evangelization:
 - A. MAJOR EVANGELIZATION PRIORITIES
 - B. EVANGELIZATION AS RELATED TO STAFF MEMBERS
 - C. EVANGELIZATION AS RELATED TO FACILITIES

4. Note: The Action Plans are renumbered according to prioritization. The numbers in parenthesis reflect the Future Full of Hope Action Plan.

<i>Category 1</i> Major Evangelization Priorities TASK	<i>Persons</i> <i>Responsible</i>	<i>Expected</i> <i>Completion</i> <i>Date</i>	<i>Dependencies</i>
1. Within six months, establish an evangelization program, providing training as needed. The evangelization program should reflect the cultural diversity of our parish and be sensitive to the needs of different cultural expressions. It will include in the scope of its mission, among other areas, the Faith Resource Center, the welcoming of new parishioners and ministering to alienated Catholics. (3)	An Evangelization Committee composed of three Pastoral Staff Members: Fr. Austin – Pastor; Margaret Schettler – Liturgy; A representative from the Adult Formation Ministry;	November 2005 -Completion of “welcoming” registration procedure December 2005	The Committee will focus on ONE area of evangelization at a time.

<p>2. The Staff and Volunteers concerned with Liturgy, Evangelization, Hospitality and the Parish Office will collaborate within the next year to create a system of welcoming and integrating new parishioners. This includes:</p> <ul style="list-style-type: none"> A. Identifying new parishioners at Sunday Mass B. Reaching out to new parishioners immediately after Mass C. Getting basic information about new parishioners and using that information to stay in touch with them D. Responding personally (Who is going to do this?) when new parishioners contact us by writing, phoning, or visiting the office. E. Inviting new parishioners to participate in the parish events and ministries F. Inviting new parishioners to "welcome events" where they will meet 	<p>And two Parishioners: John Lombardo Emmanuel DaSilva, in collaboration with other parishioners</p> <hr/> <p>The Evangelization Committee Sr. Milda The Parish Ushers The Hospitality Committee The Publicity Committee</p>	<p>- Plan and celebrate the first welcome event for new parishioners</p> <hr/> <p><i>June 2005</i></p> <p>-Points A, B by the Parish Ushers</p> <p><i>November 2005</i> Points C and D, In collaboration with the Secretarial Staff</p> <p><i>December, 2005</i> Points E and F -In collaboration with the Hospitality Committee of the Pastoral Plan, the</p>	<hr/> <p>Effective and realistic meetings with each of the groups cited in column three, in collaboration with the Evangelization Committee</p>
--	---	--	---

<p>the Staff and some Parishioners. (7)</p> <hr/> <p>3. Within the next year a skilled volunteer or team will monitor and foster parish participation in the larger life of the Encino-Tarzana-Reseda areas, and use the local media to publicize our parish mission and ministries (10)</p>	<hr/> <p>1. Fr. Austin with the Evangelization Committee as consultants</p> <p>2. The Publicity Committee from the Pastoral Plan Teams</p>	<p>Publicity Committee and the Evangelization Committee</p> <hr/> <p>June 2006</p>	<hr/> <p>1. Willingness of the Publicity Committee to implement this action plan</p> <p>2. Identify the needs and opportunities available and needed in the wider community</p> <p>3. Identify other organization/faith communities with which we might collaborate, for example:</p> <p>The VALLEY INTERFAITH COUNCIL</p> <p>4. Identify the resources - organizations, events and strengths our parish can offer the wider community and publicize them using various media</p> <p>5. Inform and encourage parishioners to participate in larger community events</p> <p>6. Undertake projects which are open to, and benefit the larger community</p> <p>7. Work collaboratively with other community organizations (ex. VIC), to foster a sense of community and being good neighbors, in order to help meet the needs of the larger</p>
--	--	--	--

			community
4. Undertake at least one project that the English-speaking and Spanish-speaking parishioners will plan and undertake collaboratively. This might include representatives from the two groups who will participate in the meetings. (4)	The Evangelization Committee and representatives from the English-language parishioners and the Spanish-language parishioners	This action plan will be taken into consideration later. Its implementation depends on other factors. Target date: December 2006	1. Fully functioning Evangelization Committee 2. Identification and invitation of representatives from Spanish-language and English-language parishioners
<i>Category 2</i> STAFF RELATED Tasks			
5. To establish an Evangelization Committee, composed of three Pastoral Staff Members and two parishioners - This Committee will oversee, confer with, collaborate with, and serve as a liaison with the parish community as whole, and/or smaller groups. (Update of No. 1)	See Number One	February 25, 2005	-Willingness of the suggested parishioners to become part of the Evangelization Committee, that will most likely meet once a month
6. To participate in the Volunteer Sunday that is being coordinated by some Pastoral Staff Members (2)	Volunteer Committee and Pastoral Staff Members	Stage One: April 3, 2005	Cooperation with the Volunteer Sunday Committee

<p style="text-align: center;"><i>Category 3</i> FACILITIES RELATED Tasks</p>			
<p>7. Within three months, the Pastor and Business Manager will propose to the Pastoral Council and Pastoral Staff a plan to open the main doors of the church as a welcome to all for at least some hours during the work week. The decision must take into account the need for parishioner and church security. (5)</p>	<p>Fr. Austin Business Manager Pastoral Staff Pastoral Council</p>	<p>February 2005</p>	<p>Security of church, visitors, children, parishioners</p>
<p>8. The facilities report of the present planning process will include as high priorities:</p> <p>a) Building a permanent, accessible and attractive Faith Resource Center on the Parish grounds to provide religious materials for Adult Religious Education, Formation and Enrichment.</p> <p>b) To review the exterior face of our parish campus to make it more accessible and welcoming.</p> <p>c) To provide enough information and a cordial welcome to those who travel Ventura Boulevard. To allow people to enter the church and to find the Church Office easily.</p> <p>d) The original "d" was repetitive. It</p>	<p>The Pastor The Business Manager The Pastoral Staff The Facilities Committee The Finance Committee Others whom the Pastor will invite for specific input and ideas</p>	<p>Date - undetermined,</p> <p>The process is in progress on various levels, including consultation with the Archdiocesan Center</p>	<p><i>Space and equipment needs determine</i></p> <ul style="list-style-type: none"> -Location for the Faith Resource Center -Funds for building -Building plan -Resource material (books, etc.) -Funds for resource material to be kept current -People to staff the Faith Resource Center <p><i>Identification of space and accessibility requirements</i></p> <ul style="list-style-type: none"> -Workable plan for renovation and/or relocation of the Church Office

<p>has been consolidated into “c” in this format.</p> <p>e) Renovation (and or relocation of) the Parish Office and Ministry Office spaces for accessibility that is welcoming, adequate, efficient and secure for those who come for pastoral needs and for the Pastoral Staff and Secretarial Staff Members.</p>			<ul style="list-style-type: none">-Funds-Contractors to do the building and renovations-Approval of the Archdiocese
--	--	--	---

