

St. Gabriel Goals as of June 2024 with Action Plans

I. Educate parishioners on liturgy & parish ministries

- a. Train liturgical ministers on the proper service during Eucharistic celebrations
 - i. Train liturgical ministers
 1. Schedule annual training for proper service during mass
 - a. Sacristans
 - b. Eucharistic Ministers
 - c. Lectors
 - d. Hospitality Ministers
 - e. Servers
 2. Recertify liturgical ministers every three years
 - ii. Purchase guidebooks as necessary
 - iii. Annually, schedule seasonal workshops focused on the upcoming liturgical season: Advent/Christmas, Lent/Easter, & Ordinary Time
 1. Workshops to be open to all parishioners; however, key audience is liturgical ministers and catechists
 2. By November 2025 to announce the Advent/Christmas workshop will be in December
 3. By January 2026 to announce the Lent/Easter workshop will be in Feb/March
 4. By May 2026 to announce the Ordinary Time workshop will be in June
 - iv. Organize Liturgical Ministers scheduling
 1. Utilize recently purchased software: Ministry Scheduler Pro
 2. Accommodate ministers' preferences, roles, and availability
 3. Send out automatic reminders
 4. Post for substitutions
 - v. Form a Liturgy Committee
 1. Purpose: consistency in liturgy celebrations across all masses
 2. Committee will consist of the heads of each liturgical ministry (Sacristans, Eucharistic Ministers, Lectors, Hospitality Ministers, and Servers) and the head of Arts & Environment ministry
 3. Committee heads to be selected by July 2025
- b. Rotate service on liturgical and hospitality teams among ministries; highlighting one ministry each month.
 - i. A different non-liturgical ministry serves as at all masses, one weekend per month.
 1. Roles: Hospitality, Offertory, and, if certified, Eucharistic Ministers and Lectors
 2. By June 30, 2025: identify what is a 'ministry' (ex's: liturgical, non-liturgical, worship, faith, devotional, etc.) and create a listed organizational chart to post publicly.
 3. By July 2025, Identify/Define Ministries to include in rotation
 - ii. Introduce the ministry to the community and invite participation in the ministry.
 - iii. Assign ministries to a Gospel passage that it is best associated with said ministry

- iv. By August 2025 create a monthly schedule of which ministry will be highlighted throughout the upcoming liturgical year
- c. During one Stewardship Sunday (months of October & November):
 - i. All ministries will have a ministry fair (ministry fair was conducted with Kermes Festival in 2024)
 - ii. Ministries will process into mass with Pastor at the start of every mass (encourage use of banners to highlight ministries)
 - iii. Each ministry Chair will make a brief remark about who they are and what they do

II. Enhance spirituality and faith-based education across all ages

- a. Establish Director of Religious Education (DRE) position
 - i. March 1, 2025: form bilingual search committee that will serve as the Religious Education Committee (REC)
 - ii. April 1, 2025: REC will develop 1-yr, 2-yr, etc. goals for DRE and religious education program
 - iii. April 1, 2025: REC will create detailed job description (including 1-yr & 2-yr goals) using resources and templates from the Archdiocese and advertise broadly in Criterion, other Parishes, local colleges and Universities (i.e. Marian, St. Mary of the Woods, Dayton), and Job Fairs
 - iv. May 1, 2025: REC will create structured interview questions using resources and templates from the Archdiocese
 - v. June 1, 2025: REC will begin screening and interview applicants
 - 1. Applicants must have the proper credentials
 - 2. Applicants must be comfortable creating religious education programs for K-12, High School, Young Adults and Adults
 - 3. Proficiency in Spanish is highly preferred
 - vi. July 1, 2025: REC will make hiring recommendations to Pastor
- b. Offer continuous religious education from kindergarten through grade 12
 - i. September 1, 2025: DRE will have bilingual catechists in place to lead programs
 - ii. September 1, 2025: DRE will have K-12 religious education program in place; REC will act as advising and steering committee and prioritize programs
- c. Offer formation and leadership retreats for current ministry leaders
 - i. By October 1, 2025: Director of Music & Liturgy and FWC will do a gap analysis to determine the educational gaps in current ministry leaders
 - ii. By November 1, 2025: DRE will design a program for all existing and new ministry leaders, drawing from Archdiocesan resources
 - iii. By January 1, 2026: DRE will begin programs/retreats for ministry leaders and anyone interested in participating in ministry
- d. Offer adult religious education & formation
 - i. focused on married couples & families (domestic church)
 - ii. focused on work/life balance
 - iii. Cultural diversity, see guidance document: Spring/Summer 2024 Newsletter of the USCCB Secretariat of Cultural Diversity in the Church, "One Church Many Cultures"
https://www.usccb.org/resources/USCCB_SpringSummer_2024_ONLINE_VERSION.pdf

- iv. periodic scripture-based religious education
- v. for parents whose children are enrolled or have finished catechism
- vi. for unaffiliated Catholics and “nones”
- vii. focused on the benefits of spiritual direction

III. Community Outreach: Create an Outreach Committee

- a. Identify a chairperson who works closely with Pastoral Associate to be the face of St. Gabriel to the community and who will recruit members of the committee.
 - i. Create a list of responsibilities of the committee chair by May 31, 2025
 - ii. Put an announcement in the bulletin for the weekends of June 7/8 and 14/15 and talk to each mass on the weekend of June 14/15 to recruit the chairperson.
 - iii. Select chairperson by July 1, 2025.
 - iv. The chairperson will work with the Action Plan Task Force to decide how the committee will function.
 - v. The chairperson will recruit members for the committee with the help of the parish staff.
 - 1. Recruiting to begin August 1, 2025
 - 2. Committee appointed September 1, 2025
- b. Committee will
 - i. Consist of a minimum of 4 and maximum of 8 parishioners
 - ii. Meet once per month on a specific day each month
 - iii. Be accountable to parish via monthly report
 - iv. Connect with other Catholic Churches, other churches, and charity communities on the west-side of Indianapolis finding like-minded people of service; identifying areas of service to the community through connections
 - 1. Connect with the other West Deanery Parishes to inquire about similar committees in those churches – November 1, 2025
 - 2. Connect with the churches along West 34th Street – October 1, 2025
 - a. Create a goal within that group to reach out to those churches within 2 miles of the 34th Street group by March 1, 2026.
 - b. Create a goal to expand that radius by 1 mile every 6 months until the west-side of Indianapolis has a communication network within churches.
 - 3. Compose a list of charitable organizations available to people within the boundaries of 56th Street to the north, the Marion/Hendricks County line to the west, Crawfordsville Road to the South and Lafayette Road to the east. These should be the charities that St. Gabriels supports but also uses for the good of its parishioners or its ministries. –
 - a. List by December 1, 2025
 - b. Contacting those charities for networking and ministering to by September 1, 2026
 - v. Focus parish resources and facilities to bring engaged groups of people together for common good
 - 1. The committee will do a St. Gabriel audit to identify the strengths of the parish that may be attractive to other area churches and charities. The initial list to be completed by January 31, 2026 (the list will evolve over time/annually)

2. Through the group of churches, identify the strengths of each church and decide which of these strengths can be shared with other churches who lack those resources.
3. The committee will do a St. Gabriel audit to identify the needs and/or weakness of the parish as to look for ways to support those weaknesses with the help of the group of west deanery Catholic churches. (St. Michaels, St. Christopher, St. Monica, St. Malachy, St. Susanna, St. Joseph, Church of the Holy Angels, Mary – Queen of Peace, St. Anthony, and St. Thomas More)
 - a. St. Gabriel would reciprocate with those other churches involved.
 - b. This would create a communication through like committees of these churches that is independent from the parish offices.
4. Create an Event that these west-side churches would participate that is a joint cause for all involved – Summer 2027

IV. Increase community events

- a. Enhance communication channels within parish; Centralize communication to one media and establish outreach/links to other media channels
 - i. **By May 2025**, Solicit proposals from communication companies that serve Catholic parishes, including
 1. Solutio (St. Michael the Archangel, Holy Spirit, and Our Lady of the Greenwood) <https://solutiosoftware.com/tour/parishes>
 2. LPi (St. Monica, ...) <https://www.4lpi.com/>
 3. Diocesan/Discover Mass/Evangelus (St. Gabriel myParish App, St. Christopher) <https://diocesan.com/>
 4. SchoolMessenger (St. Luke's) <https://www.schoolmessenger.com/school-website-design>
 5. Google Sites (St. Christopher,)
 6. Marketpath (SS Peter & Paul Cathedral) <https://www.marketpath.com/>
 7. eCatholic (St. Alphonsus) <https://www.ecatholic.com/>
 - ii. **By July 2025**, Evaluate proposals & select vendor based on the following priorities
 1. Parish calendar of events
 - a. Integration with existing Outlook calendars
 - b. Church liturgical calendar
 - i. Feast Days
 - ii. Daily Readings
 - iii. Reflection Resources
 - c. Search capabilities to include
 - i. Category/topic/subject
 - ii. Ministry
 - iii. Date range
 2. Home Page focused on information for those outside of parish
 - a. Mass schedule
 - b. Contact Information
 3. Section for parishioner resources

- a. List of commissions and ministries with organizational chart
 - b. Create ministry group sites with local control by ministry leaders
 - c. Ability to send push notifications as reminders for items of interest by parishioner preference: text, email, WhatsApp, ...
 - d. "I am new here" resources for new members
- iii. **By January 2026**, Implement solution
- iv. **By March 2026**, Train staff, leaders, and parishioners on how to access/use central media
 - 1. Designate administrator
 - 2. Determine who is responsible to maintain content by category/ministry
 - 3. Train the appropriate staff and volunteers
 - 4. Highlight the new communication channels to the parish
 - a. Use existing media to direct to new channels
 - b. Host information sessions at the parish
- b. **By April 2026**, Plan Spring and Fall community clean-up events
 - i. Schedule annual clean-up events: Spring and Fall
 - ii. Goals
 - 1. Pick up trash around grounds and neighborhood
 - 2. Playground Equipment
 - a. Inspect for safety
 - b. Paint and repair
 - c. Spread mulch
 - 3. Trim trees and bushes; pull weeds; refresh mulch
 - 4. Soccer field
 - a. Repair ruts and line field
 - b. Inspect benches: paint and repair
 - 5. Other projects identified by Buildings & Grounds Committee
 - iii. Schedule on the annual calendar for particular Saturdays (example: first Saturday of a month)
- c. **By January 2026**, Plan three seasonal events that involve the community
 - i. Goal: Celebrate seasons and highlight parish spirituality
 - ii. Winter event focused on Christmas
 - iii. Spring event focused on Easter
 - iv. Fall event focused on Feast Day of St. Gabriel
- d. **By March 2026**, Highlight our ministries at the Annual Festival
 - i. Highlight parish/food booths/entertainment as "brought to you by the ... Ministry of St. Gabriel"
 - ii. Have a designated booth with information on all ministries
- e. **By December 2025**, Establish an Athletic Director to manage youth sports (soccer, etc....& explore CYO and other possibilities)
 - i. Goal: Solicit for a volunteer to manage youth sports for St. Gabriel families
 - ii. Focus on a youth soccer team using current momentum from 2024 (Vocation Soccer Tournament)

1. Practice on St. Gabriel soccer field
2. Explore forming teams that compete with other parishes in CYO in the Spring (March through May)
 - a. 5th&6th Grade Co-ed
 - b. Cadet Co-ed
 - c. CYO Contact: Kevin Kirkoff
 - i. 317-632-9311
 - ii. kkirkhoff@cyoarchindy.org
- iii. Explore additional sports after soccer is established

V. Create Accompaniment Ministry

- a. Goal: to assist and walk with newly registered members and be a resource for others interested in being a member of the parish
 - i. Ministry members personally welcome new parishioners
 - ii. Understand new parishioner needs
 - iii. Describe parish administration and how to get things done
 - iv. Educate as to ministries and catechesis available
 - v. Document parishioner preferences and characteristics in parish database
 - vi. Inform ministry leaders of parishioner preferences and potential opportunities to engage parishioners
 - vii. Be a source of outreach and assistance to new members
- b. Steps
 - i. Establish new ministry: Accompaniment
 1. Solicit for leader
 2. Establish leader
 3. Leader establishes members
 - ii. Provide ministry members with access to registration information
 - iii. Members to establish program for accompaniment
 1. Resource from USCCB: "Handbook on the Catechetical Accompaniment Process"
<https://www.usccb.org/resources/IOC%20Handbook%20on%20the%20CAP%202024.pdf>
 2. Pastoral Center: How to Invite and Welcome in God's Name;
<https://d24n6vng6mqwkm.cloudfront.net/wh/wh101/1/download-bw2t/index.html>
 - iv. Members to educate other ministries on the role of accompaniment for their ministries (and all parishioners)
- c. Organize annual event for all newly registered members over the past year
 - i. During Stewardship month (October)
 - ii. Fellowship over a meal and short presentation