2017 PARISH PLAN
CONTENTS

- Parish Mission 3
- The Three Guides on the Spiritual Journey 4
- Epiphany 7
- 2016 Parish Plan Recap
  - Liturgy 8
  - Learning 9
  - Living 11
  - Operations & Facilities 13
  - Communications 15
- 2017 Parish Plan
  - Liturgy 16
  - Learning 19
  - Living 21
  - Operations & Facilities 24
  - Communications 26
- Appendices 27
PARISH MISSION

“To know Christ better,
live as He calls us to live,
and make Him better known”
THE THREE GUIDES ON THE SPIRITUAL JOURNEY

Our existence is a journey in which our response to life’s twists and turns are inspired by Jesus. Our journey has a mission and purpose. The mission for CCOP reflects three overlapping hubs including Liturgy, Learning and Living.

Liturgy

Liturgy is community. Together, we gather to glorify God and then be sent out to share the mystery of God’s life that we receive at liturgy.

Liturgy is shared citizenship. We are citizens though our common Baptism and we become Jesus’ living Body. Scripture reminds us that our citizenship is in heaven and from there we await our Savior, Jesus.

Liturgy is ritual. Ritual provides words and actions that have universal meaning and allow us to celebrate God’s presence through the sacraments: Baptism, Confirmation, Eucharist, Matrimony, Holy Orders, Anointing of the Sick and Reconciliation.

Learning

Learning is faith. To be a follower of Jesus means that we must use our God gifted intellect and senses to better understand Jesus, our relationship to Him, and how our relationship can be cultivated.
Learning is tradition. We gather on Sunday to celebrate Mass and make this part of our family tradition. Mass is essentially family time and central in our tradition. Our tradition comes from our reflection upon the scripture that is revealed by God who is the source of inspiration for the writers. Jesus becomes alive as part of our faith through the traditions which are handed down from generation to generation.

Learning is the blessed challenge. We live in a world characterized by accelerating technologies and crippling poverty. We are challenged to put our advances in knowledge and science in service to Jesus. How do we use technology to serve the poor? How do we use the new opportunities in communication technology to reach out and connect with people with different challenges and needs?

**Living**

Living is simplicity. Living simply is the humble acceptance of what God has already given us. We know that we are living simply when we are content with less, when we discover that we do not need to compete with others in relation to what they have, when we affirm the gifts and achievements of others, when we value the present moment and worry less about tomorrow. Living simply allows us to experience joy in the gifts given to us by God.

Living is solidarity. We are affected by unjust conditions experienced by our brothers and sisters throughout the world, when the fundamental respect for life of the innocent pre-born or condemned person who has sinned is violated. We are living in solidarity when we commit to changing circumstances and removing the obstacles so that other people can realize the fullness of life including access to healthcare, education, work, migration and basic human rights.
Living is rejoicing. We rejoice for what we are given by God for our sustenance and the environment which provides us with life. We are living sustainably when we delight in the love of those who sustain us and commit ourselves long term to others. We need to share what we have for the common good and give ourselves to our fundamental purpose of life, glorifying God.
EPIPHANY

The Catholic Community of Pleasanton (CCOP) has been part of the community since 1901. The goal of the planning process is to foster a vital and sustainable parish that is responsive to the pastoral needs of the community.

The plan will:

- Be an organic and breathing plan that is reviewed annually.
- Reflect the Mission of the parish as reflected in landscape of Liturgy, Learning and Living.
- The plan includes departmental level goals and objectives including Liturgy, Learning and Living along with finance, facilities and communications.
- The plan also includes new and broader reaching initiatives that cross departments
2016 PARISH PLAN RECAP

Liturgy

- Facilitated annual Parish Mission.
- Supported annual January Adult Education series.
- Supported parish ministries with liturgical needs.
- Created a worship space that is tasteful and seasonal.
- Inventoried all liturgical and environment supplies – replace/repair as necessary.
- Installed new blinds in the St. Augustine cry rooms (Liturgy/Facilities collaborative effort).
- Provided liturgical assistance to the Small Christian Communities, Church 2.0 and Campaign teams, as needed.

Music

- Recruited and retain choir members.
- Created opportunities for choir members to read music.
- Provided opportunities for ministerial enrichment.
- Encouraged parochial and extra-parochial use of our CCOP campus for the fine arts.
Learning

The Parish Faith Formation Ministry at the Catholic Community of Pleasanton has the sole purpose of helping people grow in the image of Christ. This vision is realized by providing programs of formation for our children and adults that first win their hearts (evangelization), then equip their minds (catechesis), and then send them forth (service). Our parish Faith Formation (FF) programs reflect ministry to and with children, youth, and adults through small faith-sharing groups, opportunities for service to parish & community, and an emphasis on the development of a deeper Catholic Christian identity for all members of our parish family.

CCOP 2016 Sacramental Statistics
- Christian Initiation of Children Program
- Baptized and received Eucharist = 11
- Baptized and received Eucharist and Confirmation = 3
- Received Eucharist and Confirmation only = 6
- Received the Sacrament of First Eucharist (English) = 123
- Received the Sacrament of First Eucharist (Spanish) = 44
- Received the Sacrament of Confirmation = 90

CCOP 2016-17 Enrollment Stats
- Total number of families registered = 588
- Total number of students registered = 875
- Total number of catechists = 82

CCOP 2016-17 Enrollment Breakdown
- Elementary Program (grades K-5) : 324
- Middle School Ministry (grades 6-8): 211
- High School Youth Ministry (does not include confirmation) = 34
- Confirmation Program : 219
- Year One:110
- Year Two:109
- Intergenerational Faith Communities: 60 (30 families)
- Christian Initiation of Children Program: 6 (3 families)
- Spanish Speaking Program: 39 (31 families)
- Students preparing for First Eucharist (English): 118
- Students Preparing for First Eucharist (Spanish): 17
CCOP Life Long Learning 2016 Re-Cap

- Elementary Programs continued using the newly establish model of group sessions followed by individual class instruction.
- Middle School Ministry participation increased.
- Youth Group participation increased.
- Young Neighbors in Action Project successful

Faith Formation Staff Changes

- Sacrament Preparation Coordinator
- Director of Faith Formation

Hiring of Director of Life Long Learning

- Adapting of the Christian Initiation for Children Program (CIC)
- Evaluation and adjustments to Faith Formation Curriculum
- Evaluation and adjustments to Faith Formation Department procedures
Living

Objectives in 2016
To enable our parish community to live as Christ calls us to live and to make Him better known by encouraging and facilitating:

- Charity and Social Justice – to live the Gospel of love for others, individually and in community:
- Charitable Works - provide short-term, immediate assistance for individuals in need.
- Social Justice - addresses the systemic underlying causes of problems that affect many people.
- Evangelization – to be His voice in our world to reach out and evangelize others in our tri-valley community.
- Care for Each Other – to nurture family life and care for one another in our needs.

Charity & Social Justice Initiatives & Actions in 2016

- Environment: *Laudato Si – Care for Our Common Home* - We educated parishioners on this topic and encouraged responsible care for the environment through:
  - An evening presentation on *Laudato Si* by Jill Buck, an expert in environmental matters
  - A Six Week Small Group Discussion Series for on *Laudato Si*
- Affordable Housing: We hosted a *Fair Housing Panel Discussion* at the JP-II Center at SES. Panelists and a moderator included: US Congressman Eric Swalwell; California Assemblywoman Catharine Baker; Don Faught, Past President of California Association of Realtors; David Stark, a Realtor with 20+ years of public & private housing policy experience.
- Homelessness & Hunger: CCOP became a co-sponsor of the Tri-Valley Community Thanksgiving Dinner and provided volunteers for this three-day effort.
• Refugee Crisis: CCOP co-sponsored a refugee family with Catholic Charities of the East Bay. This effort involved fundraising, parish groups, and hundreds of parishioners in direct and indirect support for the family. This includes finding housing, furnishing the apartment, job placement, help with social services and medical appointments, ESL classes, childcare, driving lessons, etc. Parishioners provided $23,000 in funds, thousands more in items and innumerable hours of support. We continue to subsidize and support the family until they are independent.

• We better communicated activities - in the bulletin, via the website, via email to groups, and used Signup Genius to facilitate contributions and volunteers for some activities.

• We encouraged groups and individuals to support each other’s charity and justice activities.

Evangelization - Initiatives & Actions in 2016

• We led one of the evenings of January Adult Faith Formation, focusing on SCC’s.

• SCC Leadership Team conducted SCC membership drives before Lent and in September so that CCOP now has 25 SCC’s. We also offered SCC facilitator training for Lent and in the Fall.

• The SCC Leadership Team provided a variety of resources throughout the year for SCC’s to use.

• Invite 2.0: The Christian Living Committee as a group was not involved in Invite 2.0, however this program was successfully planned and launched by a combined team representing Liturgy, Living and Learning.

• Welcome New Parishioners: Some progress was made in this area in 2016. More is planned for 2017.

Caring for Each Other - Initiatives & Actions in 2016

• Existing ministries were encouraged

• Marriage Preparation Ministry & Infant Baptism Ministry – New/additional team couples were recruited and trained
Operations & Facilities

In 2016, our facilities focus continued to be on safety, comfort, aesthetics (curb appeal) and maximizing benefit vs. cost (efficiency). With limited budget, we have had to prioritize projects and not everything planned was completed. That said, projects completed to reflect the goals of safety, comfort and aesthetics are listed below:

- Landscape Maintenance: Through bidding and re-contracting for 2016 we were able to save approximately $12K in maintenance fees without sacrificing benefit.
- Tree Maintenance: The past drought stressed many of the trees and we are working hard to properly prune and restore tree health. This will continue through 2017.
- Sidewalk / Walkway Repairs: Although the majority of sidewalks and walkways are fine, we continue to identify the worst-case areas and repair as required.
- Lighting: Our recent focus is on replacing fluorescent lighting with LED lighting. We achieved this primarily in the St. Augustine Hall and will continue the replacements as needed.
- Touch-up Painting and Wood Refinishing: We have instituted and will continue to implement our program of identifying areas of facilities requiring paint touch-up and wood refinishing.
- Eagle Scout Projects: In 2016 we worked with three separate Eagle Scout candidates to plan for upcoming landscape projects at St. Augustine. This work will begin in early 2017 and managed by CCOP maintenance staff.
- Maintenance Staff Checklists and Training: Toward our goal of efficiency, we have created daily, weekly, monthly and annual checklists for our maintenance staff. We are still in the process of initiating a training program for managing resources, work efficiency, going the extra mile and being proactive.
• St. Elizabeth Seton Roof Leaks: Due to the heavy rains this winter, several more roof leaks were identified at SES. All repair work completed in 2015 held up to the storms. The newly identified leaks have been repaired and are holding.

• Exterior Drainage Behind St. Augustine Hall: Repairs were made to the drainage system and it held up well during recent storms.

• Ongoing Maintenance and Repairs: This work is primarily performed by our current maintenance staff and is budgeted. When necessary, contractors are hired to assist, typically with work being performed at cost.
Communications

- Continued development and maintenance of CCOP website for service of all ministries.
- Launch of Flocknote communication platform including conversion of Constant Contact data to Flocknote.
- Continued daily and weekly social media activity including calls to action.
- Continued weekly pastoral videos posted to Facebook and CCOP’s YouTube channel.
- Some digital forms brought online.
- Development of brand guidelines for use with our new parish logo.
- Published newly revised Parish Plan.
- Launch and promotion of Amazon associates program.
- Creation of Invite 2.0 website, flyers and video

2016 Quick Statistics

Weebly: Visitors 81,000 - Page Views 332,000 – Completed Forms 700+
YouTube: Subscribers - 29 / Video Views - 2844
Facebook: 11,295 Video Views
2017 PARISH PLAN

Liturgy

Objectives: Liturgy
To bring to life our parish mission statement by creating robust worship experiences that encourage full, active and conscious participation for all parishioners.

Objectives: Music
Focus on music that supports the liturgy while also actively nurturing and promoting CCOP as a center for the fine arts in the Tri-Valley.

Annual Initiatives: Liturgy
- Plan, staff and implement weekend and special liturgies
- Provide training for all new and returning ministers to ensure that ministers at all levels are well trained in their ministry and understand “why” as well as “how” they do it
- Update ministry guidelines
- Provide updates/new procedures to clergy at monthly clergy meetings
- Calendar regular ministry enhancing workshops (e.g., Advent and Lent)
- Facilitate annual Parish Mission
- Support annual January Adult Education series
• Support parish ministries with liturgical needs
• Create a worship space that is tasteful and seasonal

2017 Initiatives: Liturgy

• Add a mid-year enrichment opportunity for liturgical coordinators
• Recruit additional altar servers or re-assign others to fill gaps
• Inventory of all liturgical and environment supplies – replace/repair as necessary
• Pursue additional secured storage space (e.g., locked cage in JPII)
• Update candlesticks at St. Augustine (identify donors to assist with cost)
• Install new Thrones for the Gospel books
• Provide liturgical assistance to the Small Christian Communities, Church 2.0 and Campaign teams as needed

Annual Initiatives: Music

• Recruit and retain choir members
• Create opportunities for choir members to read music
• Provide opportunities for ministerial enrichment
• Encourage parochial and extra-parochial use of our CCOP campus for the fine arts
2017 Initiatives: Music

Increase by 10% the number of choir members and concerts:

- Children’s Choir – Increase the number from 15 to 17 members
- Teen Choir – Increase the number from 15 to 17 members
- Adult Choir – Increase the Sunday average from 24 to 27
- Cantors – Retain the current number
- Concerts – Increase the number of concerts from 5 to 6
- Continue to donate a portion of the free-will offerings to charity (e.g., Catholic Charities of the East Bay)
Learning

**Objective:** Provide the resources and encourage people to learn more about their faith and embrace spiritual growth.

**Annual Initiatives**

- Each year in the Spring, Faith Formation staff evaluates programs and makes any necessary changes or adjustments to incorporate best industry practices.
- Maintain ongoing programs to...
- Prepare children and teens to receive the sacraments of Baptism, Confirmation, Reconciliation and First Communion
- Offer formation for children in grades 1st through 12th
- Offer formation for children whose native language is Spanish
- Offer formation for children with special needs
- Annually host a vacation bible school for all interested parish children
- Bible study and January adult education

**2017 Initiatives**

**Advent Service Projects**

- Cards for senior and homebound parishioners
- Assisting in Senior Celebration
- Ornaments for CCOP Christmas Trees
Lent Service Project

- Get on the Bus, connecting children with their incarcerated parents on Mother’s Day and Father’s Day
- Second collection to support buses going to men’s prison facilities in California.
- Collecting, sorting and assembling; comfort bags, blankets, pillows, stay-in touch bags for children who will ride the bus to see their parent

Spring/Summer Project

- Community Outreach Program for Seniors and Homebound
- “Christmas in Spring” Model
- “Yard Clean-up”, “minor Home Improvement”

Increase Adult Faith Formation Programs

- Spring/Summer Adult Series
- Theology on Tap
- 3D Nights: Dinner, Devotion & Discipleship
- Young Catholic Professionals Group
Living

Objective: Encourage and enable our parish community to live as Christ calls us to live and to make Him better known through Christian Living in the following areas:

1. Charity and Social Justice - Live the Gospel of love for others, individually and in community through:
   b. Social Justice - addresses the systemic underlying causes of problems that affect many people.

2. Care for Each Other - Nurture family life and care for one another in our needs.

3. Evangelization - Be His voice in our world to reach out and evangelize others in our tri-valley community.

4. Ecumenical and Inter-Faith Engagement – Connect with other Christians and people of other faiths to foster understanding and encourage charity and justice.

Charity and Social Justice - Initiatives

- Educate parishioners and encourage action regarding Social Justice issues in specific areas. Emphasis for 2017 may include:
  - Refugee Crisis – Continue to co-sponsor our refugee family which arrived in May 2016.
  - Immigration Justice – Educate parishioners regarding immigration justice in the face of the current political climate. Possible event with speakers from Catholic Charities and others, or a panel discussion with legislative representatives.
  - Homelessness & Hunger – Event communicating The Face of Homelessness in the Tri-Valley with speakers from local advocacy groups.
  - Domestic Violence – Possible additional or alternative topic.
- Encourage better coordination & communication of charity and justice activities between parish groups to increase impact and promote greater participation.
- Identify CCOP’s Charity & Justice Activities and quantify their measurable impact.

**Caring for Each Other - Initiatives**
- Encourage the parish’s existing ministries which nurture family life and which care for parishioners in their varied needs and in all stages of their life journey.
- Foster new programs as necessary and appropriate to accompany others in their joys and in their difficulties.

**Evangelization - Initiatives**
- Small Christian Communities (SCC’s) – Continue to form new SCC’s and nurture existing SCC’s to foster spiritual growth, learning and Christian action.
- Invite 2.0 – Encourage and support Invite 2.0 to connect the unchurched with a sense of spirituality, responding to the void in life in our secular culture.
- Welcome New Parishioners – Offer periodic events, welcome materials or other means to engage new members in the faith life of the community.
- First Wednesdays – Continue CCOP’s participation in the downtown street fair on first Wednesdays of the summer months

**Ecumenical and Inter-Faith Initiatives**
- Encourage involvement by CCOP in events planned by the Livermore-Pleasanton Interfaith Clergy Association
• Foster more parishioner engagement in the Interfaith-Interconnect Religion Chat
• Connect with local Muslim Community Center and encourage opportunities to dialogue with our Muslim neighbors and foster understanding
• Consider potential CCOP collaboration with CityServe to engage in joint local charity and social justice efforts.
Operations & Facilities

As with previous years, 2017 will continue to focus on safety, comfort, aesthetics, and efficiency. Following are the intended projects for 2017:

- **Sidewalk / Walkway Repairs:** This work has been budgeted and is ongoing.
- **Trees:** Due to the drought and age of some trees, the trees have either died or are in decline. Those trees that cannot be saved will be removed, and in some cases, replaced.
- **Eagle Scout Landscape Projects:** We will continue to work with the Eagle Scout candidates to complete this work and actively seek additional Eagle Scouts in need of projects. This work is funded by the project sponsors and has no fiscal impact to CCOP.
- **Exterior St. Augustine Hall Soffit:** The soffit near the top of the roof is beginning to separate due to age. We are in the process of obtaining bids and the work has been budgeted.
- **Exterior Lighting at Rear of St. Augustine Hall Parking Area:** The lighting from the Hall rear parking lot out to Bernal Ave. is inoperable and needs repair. We are seeking funding for this project. Anticipated cost is approximately $4K to $5K.
- **General Lighting:** We have budgeted for and will continue to focus on fluorescent to LED lighting conversion. We are also in contact with PG&E to determine if there are energy efficiency programs available to help offset costs.
- **ADA Restrooms:** Several restrooms do not adequately accommodate wheelchair access. We are in the process of identifying possible upgrades and will continue to seek funding.
- **Floor Replacement at St. Augustine and St. Elizabeth Seton Front Offices:** The flooring at both locations are in need of repair/replacement. SA Rectory office flooring may be replaced in conjunction with the kitchen remodel to benefit from economy of scale. We are actively seeking donations to replace the SES front office flooring and will continue to make this a priority.
• St. Augustine Organ Pit: Due to heavy rains this winter, water leaked into the SA organ pit and threatened damage to the organ. Repairs have been made and layout modifications implemented to increase the efficiency of the music area. Original repair estimates were $10K to $15K. Our final cost was approximately $3K.

• Ongoing Maintenance and Repairs: We will continue to utilize CCOP maintenance staff for the majority of this work and supplement with contractors as necessary.

• St. Augustine Rectory Kitchen: After about 50 years of use, the Rectory kitchen at SA is in need of major repair and updating. It is intended that all funding come through donations, and to date, a majority of funding has been secured. Final preparations are in process and work should begin mid-2017.
Communications

Objective: To inform and educate all members of the parish and community about parish activities and promote engagement in Liturgy, Learning & Living within CCOP

Initiatives

- Digital Messaging: Increase use of Flocknote to all parish ministries to facilitate more streamlined communication and increased ministry participation with special emphasis on text messaging.
- Social Media: Continued weekly pastoral videos and increased Facebook usage through improved content.
- Digital Forms: Bring ALL parish forms online, including parish registration and Faith Formation registration, to facilitate easier completion of required forms and reduce data entry labor and errors.
- Calendar: Provide an easy to access digital calendar of events for all parishioners and ministries.
- Volunteers & Donations: Full implementation of Sign Up Genius for donations and volunteers for all ministries.
- Digital Video: Initiate "Digital Shorts" program highlighting life, ministry and faith in the parish.
- Personnel: Hiring of a “Communications” coordinator to help unify messaging to the parish and community.
- Vestibule: Restructuring of signage and messaging opportunities in both vestibules to increase awareness and functionality.
- Branding: Development of digital template and artwork repository for all departments and ministries.
- Bulletin: Redesign of parish bulletin for easier consumption.
- Digital Signage: investigate feasibility and application of digital signage in both vestibules.
- Monthly Digital Newsletter
APPENDIX A: PARISH STRUCTURE

- Pastor
  - Clergy
  - Parish Councils
  - Parish Teams
  - Administration*
  
  - Pastoral
    - Executive Committee
    - Ex Officio Members
    - Voting Members
  
  - Finance
  
  - Director of Liturgy
    - Liturgy Committee
    - Liturgical Environment Committee
    - Liturgical Coordinators
    - Director of Music Ministries
    - CLW
    - SPRED

  - Director of Learning
    - Coordinator Elementary School
    - Coordinator Middle School
    - Coordinator High School
    - Coordinator of RCIC
    - Coordinator of Latino Formation

  - Director of Christian Living
    - Christian Living Committee
    - Charity & Social Justice
    - Evangelization
    - Family Life Ministries
APPENDIX B: PASTORAL COUNCIL

Purpose of the Pastoral Council

- Advisory, leadership body guided by the Holy Spirit and the Gospel.
- Consultation to the Pastor and Parish Staff.
- Responsible annual assessment, development and implementation of the strategic plan.
- Ensure the Parish strategically fulfills the Parish Mission.
- Build the Parish to support the 3 L’s, Liturgy, Living and Learning as described in the section Our Mission and the Three Guides on the Spiritual Journey.

Quality of Council Members

- Well respected in the community for their knowledge, strategic abilities and pastoral leadership.
- These gifts must be grounded in a life of prayer.
- See the By-laws for more detail.

Discernment Process

- Council members will be selected through a Discernment Process outline in the bylaws.
- Discernment is to identify the role and gifts of each a person in the process and to select based on the needs of the Parish.
APPENDIX C: CONSULTATIVE BODIES

**Department Heads**
- Pastor, Chairperson
- Director of Liturgy
- Director of Learning
- Director of Living
- Office Manager
- Finance Manager
- Director of Communications

**Clergy**
- Pastor, Chairperson
- Parochial Vicars
- Deacons

**Parish Councils**
- Pastoral Council
- Executive Committee
- Finance Committee

**Liturgy**
- Director of Liturgy, Chairperson
- Coordinator of Music
- Liturgy Committee
- Coordinator of Masses

**Learning**
- Director of Learning, Chairperson
- Coordinator of Elementary School FF
- Coordinator of Middle School FF
- Coordinator of High School FF
- Director of RCIA

**Living**
- Director of Living, Chairperson
APPENDIX D: CONSENSUS

Objective in leadership is to make decision through consensus

- Coming to a common understanding of a position.
- Agreeing to the validity of that position.

Process from an individual and group perspective

- While personal opinions may be valid, and even better, one remains open to see the merits of the group’s position.
- Consensus building is not about lobbying a position or winning and losing.
- It is about people of faith finding the wisest course of action.
- The group does not need to be 100% in agreement, but it also not always a majority wins.
- While we personally may disagree, we can live with and support the group’s recommendation for the good of the community.