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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 Tri-Valley community since 1901. The goal of the planning process is to foster a vital and sustainable parish that is responsive to the growing needs of our faith community and to the needs of the Tri-Valley 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.
2018 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

2018 Initiatives: Liturgy
- Add a mid-year enrichment opportunity for liturgical coordinators
- Recruit additional altar servers or re-assign others to fill gaps
- 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

2018 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 practices.

● Maintain ongoing programs to...
  ○ Prepare children and teens to receive the sacraments of Baptism, Confirmation, Reconciliation and First Eucharist
  ○ Offer formation for children in grades 1st through 12th
  ○ Integrate 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

2018 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:

• Charity and Social Justice: Live the Gospel of love for others, individually and in community through:
  o Charitable Works - Provide short-term, immediate assistance for individuals in need.
  o Social Justice - addresses the systemic underlying causes of problems that affect many people.
• Care for Each Other: Nurture family life and care for one another in our needs.
• Evangelization: Be His voice in our world to reach out and evangelize others in our tri-valley community.
• 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. Parish emphasis for 2018 may include:
  o Local Solidarity & Outreach through participation in Convoy of Hope  http://convoy.org/tri-valley
  o Local Solidarity & Outreach through support for the Livermore Homeless Refuge by providing volunteers for dedicated shifts and material needs.
  o Local Solidarity & Outreach through support for Open Heart Kitchen by encouraging parishioners to serve as volunteers in various opportunities
  o Global Solidarity & Outreach through a parish partnership with Maryknoll.
  o Global Solidarity & Outreach through participation in Kids Against Hunger  http://www.kidsagainsthunger.org/
Global Solidarity & Outreach with various opportunities offered through the Social Justice & Outreach Committee, Faith Formation, and other parish ministries and groups

- Offer an occasional forum through which parishioners and the local community may hear about issues of social concern and varied perspectives. This may include:
  - Facilitate a presentation or panel discussion with legislative representatives or local politicians – to include subject matters relevant to local social justice concerns

- Encourage better coordination & communication of the various charity, justice and outreach activities facilitated by parish ministries and groups, to increase their impact and promote greater parish-wide participation.
  - Use the communication tools now offered by CCOP to communicate and promote Charity & Social Justice opportunities
  - Encourage fellowship between parish groups and increased collaboration
  - Encourage greater understanding and appreciation of all cultural groups at CCOP

- Identify CCOP’s various Charity & Justice Activities and consider methods to measure and report activity, and possible ways to quantify their impact.

- Particular emphasis by the Social Justice & Outreach Committee may include:
  - Continue promotion of Fair Trade through Parish Fair Trade Program at Easter and Advent.
  - Continue outreach opportunities through Habitat for Humanity, MedShare and others.

Nurturing Family Life and 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.

- Reinitiate a Marriage Care Ministry to support married couples all throughout their married life. Possible components include date nights, service opportunities, ministry and others.
Evangelization – Initiatives

What Does Evangelization Mean?
"To this end, it is more necessary than ever for all the faithful to move from a faith of habit, sustained perhaps by social context alone, to a faith which is conscious and personally lived. The renewal of faith will always be the best way to lead others to the Truth that is Christ" (Bl. John Paul II, Ecclesia in America, no. 73).

Invite 2.0
- Continue two six-week sessions per year – after Christmas and after Easter. A service project for participants and team members is to follow each session.
- Develop a tangible message/tools for parishioners to reach out to those who are not Catholic/religious and who may be interested in Invite 2.0.
- Search for bulletin boards at housing developments in Pleasanton to help spread the word.
- Distribute flyers to library, hospital, senior center, healing/wellness centers, CityServe and post on Meet-Up.
- Provide information to parish ministries who may have non-Catholic members, i.e. Baptism families, Grief ministry, engagement and marriage couples.
- Grow set-up team by two people who can rotate weeks.

Welcome for Newcomers
- Develop programs to foster a welcoming environment for new members entering CCOP and provide opportunities for them to become involved and become part of the CCOP community.
- Provide information and communication to raise awareness of parishioners to recognize and welcome new members.
- Partner with Liturgy and family ministries to raise awareness and develop tangible steps to welcome people at Mass as well as events.
- Continue to contact new families by email once they have joined CCOP.
The following are the programs and initiatives to meet these goals:

- Welcome events – host 3 events per year – hosted by Evangelization/Welcome Committee. (Partner w/ Knights of Columbus or Wings or Living ministries)
- Ice cream & cookies social – July 1, 2018
- Pancake breakfast – October 2018
- Wine & Cheese – late January 2019

Welcome Table

- Continue to host a welcome table in conjunction with Donut/Cookie Sunday. Covers 6 Masses (not 5 pm or Noon)
- Purchase new welcome banner/pop-up stand in vestibules during events.
- Tchotchke – purchase a quantity of small items to give-away, i.e. Pen, calendar.

Communication

- Develop a new informational brochure to hand out to newcomers.
- Create a monthly “news bites” paragraph in bulletin and website – Did you know…. fun facts about CCOP.
- 3 L’s and leadership table after Mass – monthly on Donut Sunday next to newcomer table. Answer questions of parishioners.
- Create Q&A card/list (and answers) for future posting on the website.

Ecumenical and Inter-Faith Initiatives

- Encourage participation in appropriate ecumenical and inter-faith opportunities as they arise.
- Foster more parishioner engagement in the Interfaith-Interconnect Religion Chat
Operations & Facilities

As with previous years, 2018 will continue to focus on safety, comfort, aesthetics, and efficiency. Following are the intended projects for 2018:

- SES Fountain: Replacing electrical breakers and lighting. Cleaning of the fountain and checking for leaks. Goal is to have operational by the end of the year. Budgets are tight so prioritizing. The fountain is on the proposed solar project meter so should not impact electrical budget.
- SES Sign Lights
- SES Interior Lighting Adjustments: Completed
- SES Light Switch Panel Covers
- Weeding: All locations
- Ivy: This will be ongoing until ivy has completely died.
- STA Large Storage Shed – repair/replace/enlarge – have $6,200 to spend on a shed repairs – determine best path forward, repair or replace.
- Status of Scout Landscape Projects: Bronco has been coordinating with all four Scouts. Two will upgrade the left and right side of the Hall entrance and the other two will continue in plant planter areas. Future Scout projects will continue in ice plant areas until all existing landscaping has been replaced to match the new drought resistant theme.
- Custodial checklists: Checklists created, finalized and distributed. Checklists are being used moving forward to assure custodial tasks are being properly completed.
- Check all exterior lighting for on at dusk and off at sunrise.
- STA Lighting: Intermittent on and off – have Harris check for cause and recommend repairs – convert to all LED?
- STA Track Lighting: A portion of the track lighting fell and was reattached. Complete removal was not possible since the portion that fell is part of a larger system. Complete.
- STA Hall Soffit: Get repair estimate and schedule repairs: Roofer that will inspect the Hall roof for solar installation purposes will also inspect and provide a quote for soffit repairs. If within budget, we will schedule the repairs. If not within budget, we will look for alternatives.
• STA Spindly Palm Tree Removal: Due to the size of the palm trees, a special permit may be required by the City for removal. We are researching. Cost is about $1,500 per tree so we will need to budget for this next year. Budget currently not available.

• Complete irrigation plan for STA based on new landscaping: In process.

• Have all facilities plans in one location.

• Keep record of repair needs and when repairs were made.

• Complete Rectory lighting following completion of all Church campus lighting needs.

• Sprinkler Heads: Review all locations for tripping hazards where sprinkler heads are above ground. This is ongoing with modifications being made, as necessary.

• Grotto Irrigation

• CYO Funding: The Diocese has inspected both JPII and SA Hall. We are awaiting a response regarding what they are willing to do.

• Solar Initiative: Still working to get confirmation on roof longevity. Once completed, solar company will complete final analysis and provide move forward plan.
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: Continued and increased 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 and scheduled. Retain Facebook account under parish control.
- Website: Redesign and implementation of a ministry focused portal so that parishioners can more easily find activities and service opportunities.
- Ministry Handbook: Creation of a ministry handbook to be giving out to new parishioners and also to be available online and in hardcopy at both offices.
- 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.
- Calendaring: Provide an easy to access digital calendar of events for all parishioners and ministries that would be available on the website in a clean, clear & easy to use fashion.
- Volunteers & Donations: Full implementation of Sign Up Genius for donations and volunteers for all ministries.
- Digital Video: Continue "Digital Shorts" program highlighting life, ministry and faith in the parish.
- Vestibule: Restructuring of signage and messaging opportunities in both vestibules to increase awareness and functionality.
- Bulletin: Redesign of parish bulletin for easier consumption.
- Branding: Further implementation of branding guidelines with all ministries.
APPENDIX A: PARISH STRUCTURE

*Administration: Finance, Facilities, Office Mgmt. & Communication
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
- Coordinators 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 groups recommendation for the good of the community.