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Mission

“To know Christ better, to live as he calls us to live, and to make Him better known”
Our Mission and 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.
Our Mission and the Three Guides on the Spiritual Journey

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?
Our Mission and the Three Guides on the Spiritual Journey

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
- 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
2015 Parish Plan Recap

- Finalize Parish Council By-Laws
- Initiated semi-annual Town Hall Meetings
- Introduced new Discernment Process to select Parish Council members
- Established 3-Ls, Liturgy, Learning and Living as the basis for CCOP spiritual and organizational direction

- Capital Improvements
  - St. Augustine stove and kitchen remodel
  - Slurry coat and the parking lot at St. Augustine campus
  - New crying room coverings at St. Augustine church
  - St. Elizabeth Seton HVAC system
  - St. Elizabeth Seton skylight repair
  - St. Elizabeth exterior drainage modifications made
  - On-going maintenance of esthetic materials such as concrete, woodworking and painting
2015 Parish Plan Recap

- Kick-off Giving Made Easy program
- Identified new 2016 Parish initiatives
  - Development of Church 2.0 program to provide a path for people outside the church to explore and develop their faith
  - Expand existing and develop new Small Christian Communities within CCOP
- Prepared for Arise & Build campaign
  - Hired consultant and develop campaign plan
  - Developed case based on parish and diocesan needs
  - Develop CCOP organization and marketing materials
- Sacraments
  - Initiated 12 new members as part of the Easter Vigil
  - Rite of Confirmation for 107 teens
  - 124 Infant Baptisms in 2015
  - First Reconciliation/Communion for 230 children
2015 Parish Plan Recap

➢ Communications
  • Developed and implemented new CCOP website
  • Weekly pastoral videos published to Facebook, YouTube, and the website
  • Newly designed parish logo unifying our identity as a parish
  • Redesigned bulletin, letterhead and assorted materials
  • Launch of CCOP YouTube channel providing a central location for all videos
  • Launch of Twitter account
  • Increased usage of Facebook page
  • Replacement of paper forms with online forms

➢ Promoted Ira Stein as new Director of Music Ministries

➢ Initiated Catholic Community of Pleasanton (CCOP) Fine Arts Program in which CCOP provides concerts and other arts programs for the public

➢ October census by Knights of Columbus
Liturgy

Objective

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

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.
Liturgy (cont.)

➢ 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
2016 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
- Install new blinds in the St. Augustine cry rooms (Liturgy/Facilities collaborative effort)
- Provide liturgical assistance to the Small Christian Communities, Church 2.0 and Campaign teams, as needed
Liturgy (cont.)

➢ 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

➢ 2016 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)
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
Initiatives for 2016:

- During the Jubilee Year of Mercy, Learning is focusing on embodying the Corporal Works of Mercy by doing two service projects that include all of faith formation
  - Advent Service Project – Christmas-Dinners-in-a-Bag for Open Heart Kitchen
    - Collected, sorted, bagged and delivered to Open Heart Kitchen the ingredients needed to prepare 160 Christmas Dinners
  - 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, blanket and pillows, and stay-in-touch bags for children who will ride the bus to see their parent
Learning (cont.)

➢ Initiatives for 2016:
  • Supporting Living and Liturgy by...
    • Promoting and advertising social justice causes in the parish and community such as...
      • Get on The Bus
      • CRS Rice Bowls
      • Fair Trade Chocolate sales
      • Oasis of Hope collection
      • Crop Walk
      • Habitat for Humanity
      • Young Neighbors in Action
  • Sponsoring liturgical events such as...
    • Confirmation teens sponsoring 6:30 p.m. Masses
    • Inter-Faith Communities sponsoring various Masses
    • Elementary sponsoring Ash Wednesday 6:00 p.m. Mass
Objective: To enable our parish community to live as Christ calls us to live by encouraging and facilitating Christian Living in three areas:

- 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 and Social Justice - Initiatives:

- Educate parishioners regarding Social Justice issues and encourage action. Possible topics for 2016 include:
  - Human Trafficking
  - Environment - Laudato Si - On Care for our Common Home
  - Affordable Housing
  - Homelessness and Hunger
- Refugee Crisis - Offer opportunities for individuals & parish groups to provide direct and indirect help to refugees. Possibly co-sponsor a refugee family with Catholic Charities
- Encourage better coordination and communication of charity and social justice activities between parish groups to increase impact and promote involvement of as many parishioners as possible
Living (cont.)

➢ Evangelization - Initiatives:
  • Small Christian Communities (SCC’s) - Form new SCC’s and nurture existing SCC’s to foster spiritual growth, learning and Christian action
  • Church 2.0 - Initiate a program for the unchurched to explore spiritual life. The aim is to respond to the void in our non-religious, 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

➢ 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
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

- **Initiative - Digital Media**
  - Digital Messaging: Implementation of Flocknote or other parish messaging platform to reach directly to parishioners on their mobile devices
  - Social Media: Continued weekly pastoral videos and increased Facebook usage
  - Digital Forms: Bring parish registration and other forms online to facilitate easier completion of required forms and reduce data entry

- **Initiative - Unified Messaging**
  - Personnel: Hiring of a “Communications” coordinator to help unify messaging to the parish and community
  - Town Hall Meetings: Continued town hall meetings to provide an interactive forum for parish initiatives
  - Branding: Development of branding usage guidelines for all forms, printed materials, website and digital media
Operations

Objective: To provide safe, comfortable and aesthetically pleasing environment that maximizes the benefit / cost efficiency

- Facilities Repair and Maintenance – St. Augustine
  - Repair exterior soffit
  - Repair exterior lights in parking lot
  - Make exterior drainage modifications
  - Configure restroom to be ADA compliant
  - Repair interior lighting and replace ballast and bulbs

- Flooring replacement in Rectory and St. Elizabeth Seton office area
- Explore upgrade of John Paul II Activity Center sound system
Arise & Build Capital Campaign

Objective: Raise $10M to meet campus development and restoration needs and to support the Diocesan Campaign

➢ Planned improvements
   • Modernize and improve St. Augustine: $2.62M
   • Complete St. John Paul II Activity Center: $5.7M
   • Facility maintenance of St. Elizabeth Seton: $40k
   • Diocese of Oakland Capital Campaign: $1.64M

➢ Leadership and Planning provided by Pastor, Finance Committee, Walsh & Associates, and a Capital Campaign Cabinet to organize and implement the collection efforts

➢ Campaign kick-off with Commitment Weekend, January 2016

➢ Initiate future phases of the Capital Campaign

➢ Campaign and donation period of four years
## 2015 Financial Results

#### 2015 Operating Results

<table>
<thead>
<tr>
<th>Dec YTD 2015</th>
<th>Actual</th>
<th>Budget</th>
<th>Better / (Worse)</th>
<th>2014 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Plate</td>
<td>$1,663,063</td>
<td>$1,708,518</td>
<td>$(45,455)</td>
<td>$1,642,805</td>
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<tr>
<td>Holy Days</td>
<td>45,597</td>
<td>40,050</td>
<td>5,547</td>
<td>37,943</td>
</tr>
<tr>
<td>Easter</td>
<td>106,944</td>
<td>115,000</td>
<td>$(8,056)</td>
<td>113,833</td>
</tr>
<tr>
<td>Christmas</td>
<td>141,040</td>
<td>168,167</td>
<td>$(27,127)</td>
<td>163,268</td>
</tr>
<tr>
<td>Other Income</td>
<td>333,140</td>
<td>394,987</td>
<td>$(61,847)</td>
<td>432,912</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>2,289,784</strong></td>
<td><strong>2,426,722</strong></td>
<td><strong>(136,938)</strong></td>
<td><strong>2,390,761</strong></td>
</tr>
<tr>
<td>Expenses (x Dep.)</td>
<td><strong>2,330,431</strong></td>
<td><strong>2,451,872</strong></td>
<td><strong>121,441</strong></td>
<td><strong>2,416,008</strong></td>
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</table>
## Financial Cash Balances

### 2015 Cash Balances  CCOP / John Paul II Center / Arise & Build

<table>
<thead>
<tr>
<th>Cash Balances</th>
<th>12/31/15</th>
<th>11/30/15</th>
<th>12/31/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCOP Checking</td>
<td>$273,530</td>
<td>$245,158</td>
<td>$289,307</td>
</tr>
<tr>
<td>CCOP Savings</td>
<td>138,200</td>
<td>138,199</td>
<td>138,199</td>
</tr>
<tr>
<td>JPII Activity (ck+sav)</td>
<td>2,428,633</td>
<td>2,325,297</td>
<td>1,891,736</td>
</tr>
<tr>
<td>Cemetery (ck+sav)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CCOP Capital Fund</td>
<td>245,035</td>
<td>245,035</td>
<td>574,716</td>
</tr>
<tr>
<td>Emergency+Spc Proj</td>
<td>23,536</td>
<td>22,816</td>
<td>25,369</td>
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</table>

<table>
<thead>
<tr>
<th>JPII Activity Center</th>
<th>YTD Dec 15</th>
<th>YTD Dec 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts-JPII</td>
<td>434,052</td>
<td>587,715</td>
</tr>
<tr>
<td>Diocese Cap Campaign-15</td>
<td>236,903</td>
<td>-</td>
</tr>
<tr>
<td>Campaign Exp</td>
<td>184,341</td>
<td>3,747</td>
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</table>

<table>
<thead>
<tr>
<th>JPII Activity (ck+sav)</th>
<th>Dec 15 Sav + Chk</th>
<th>Dec 14 Sav + Chk</th>
<th>Dec 13 Sav + Chk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,428,633</td>
<td>1,891,736</td>
<td>783,486</td>
</tr>
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</table>
### 2016 Financial Plan

- **2016 Plan and compare with 2015 including variances**

<table>
<thead>
<tr>
<th>PARISH OPERATING INCOME</th>
<th>2015</th>
<th>2016</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>16B vs 15A</td>
<td>16B vs 15B</td>
</tr>
<tr>
<td>Number of Sunday Collections</td>
<td>51</td>
<td>51</td>
<td>51</td>
<td>978</td>
<td>87</td>
</tr>
<tr>
<td>Average Sunday Week</td>
<td>33,500</td>
<td>32,609</td>
<td>33,587</td>
<td>3.0%</td>
<td>87</td>
</tr>
<tr>
<td>Sundays</td>
<td>1,708,518</td>
<td>1,663,062</td>
<td>1,712,954</td>
<td>49,892</td>
<td>4,436</td>
</tr>
<tr>
<td>Holy Days</td>
<td>40,050</td>
<td>45,597</td>
<td>45,000</td>
<td>(597)</td>
<td>4,950</td>
</tr>
<tr>
<td>Easter</td>
<td>115,000</td>
<td>106,944</td>
<td>115,000</td>
<td>8,056</td>
<td>-</td>
</tr>
<tr>
<td>Christmas</td>
<td>168,167</td>
<td>141,040</td>
<td>160,000</td>
<td>18,960</td>
<td>13.4%</td>
</tr>
<tr>
<td>Programs &amp; Ministries</td>
<td>224,205</td>
<td>191,653</td>
<td>199,415</td>
<td>7,762</td>
<td>(4,436)</td>
</tr>
<tr>
<td>Other Income</td>
<td>170,782</td>
<td>141,488</td>
<td>124,114</td>
<td>(17,374)</td>
<td>(12.3%)</td>
</tr>
</tbody>
</table>

| TOTAL INCOME            | 2,426,722  | 2,289,784  | 2,356,483 | 66,699   | 2.9%    |
| Administrative Expense  | 1,528,146  | 1,496,734  | 1,543,729 | 46,995   | 3.1%    |
| Maintenance / Utilities | 310,556    | 262,447    | 257,750  | (4,697)  | -1.8%   |
| Clergy / Rectory / Liturgy | 296,458  | 273,594    | 292,612  | 19,018   | 7.0%    |
| Music / Faith Form. / Ministries | 316,712 | 297,656    | 296,038  | (1,618)  | -0.5%   |

| Total Expense           | 2,451,872  | 2,330,431  | 2,390,129 | 59,698   | 2.6%    |
| Operating Income        | (25,150)   | (40,647)   | (33,646)  | 7,001    | -17.2%  |
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

<table>
<thead>
<tr>
<th><strong>Department Heads</strong></th>
<th><strong>Clergy</strong></th>
<th><strong>Parish Councils</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor, Chairperson</td>
<td>Pastor, Chairperson</td>
<td>Pastoral Council</td>
</tr>
<tr>
<td>Director of Liturgy</td>
<td>Parochial Vicars</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>Director of Learning</td>
<td>Deacons</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>Director of Living</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Liturgy</strong></th>
<th><strong>Learning</strong></th>
<th><strong>Living</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Liturgy, Chairperson</td>
<td>Director of Learning, Chairperson</td>
<td>Director of Living, Chairperson</td>
</tr>
<tr>
<td>Coordinator of Music</td>
<td>Coordinator of Elementary School FF</td>
<td></td>
</tr>
<tr>
<td>Liturgy Committee</td>
<td>Coordinator of Middle School FF</td>
<td></td>
</tr>
<tr>
<td>Coordinator of Masses</td>
<td>Coordinator of High School FF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of RCIA</td>
<td></td>
</tr>
</tbody>
</table>

FF = Faith Formation
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