

# Church of the Holy Spirit



Still Growing in the Spirit 2005 Action Plan

February 2005

From the Pastoral Council and the Long Range Planning Committee

Summary of the results of the planning process

Evaluation of the 2004 Action Items



## A letter from the LRPC

Dear Holy Spirit Parishioners:

As you will read in the following articles, our parish has been participating in a strategic planning process for the past three years. As a result of this process we have identified several priorities. The Pastoral Council and the Long Range Planning Committee (LRPC) have been working with many of the ministries and organizations in the parish to begin implementing activities that will make our future goals a reality.

One of the priorities identified by our parish was to construct a multi-purpose center. During our recent committee meetings, we have discovered that we all have an individual vision for what this multi-purpose facility should be, but we do not have a collective vision.

We have decided that in order to move forward with activities that will lead to the construction of a multi-purpose facility, we need to have a clear parish vision as to what the facility is, how we envision it being used,

and how it will help us become the kind of parish community we want to be.

We think this will be a defining effort for our parish. Will we move toward an on-site school? Will we focus on building a parish community with a strong adult religious education program? Will community outreach be what people think of when they think of our parish? Maybe we will define ourselves as a parish that promotes numerous social and family activities. Whatever we decide, the possibilities are only limited by our own drive and enthusiasm.

The LRPC is excited to invite you to attend one of our visioning sessions. As part of our "Still Growing in the Spirit" theme, we intend to hold several visioning sessions. Each meeting will last approximately one hour. We will provide light refreshments.

We have scheduled our first meeting for Saturday, April 2<sup>nd</sup> after the 5:30 p.m. Mass. The next two meetings will

be on Sunday, April 3<sup>rd</sup> after the 8:00 a.m. Mass and the 5:30 Life Teen Mass. There will be one meeting held on Sunday, April 10<sup>th</sup> after the 11:00 a.m. Mass. We have also scheduled two weekday meetings. The first one is Wednesday, April 6<sup>th</sup> after the 6:30 p.m. Mass and the second one is Tuesday, April 12<sup>th</sup> at 7:00 p.m.

Growing in the Spirit is more than building buildings. It is about becoming a faith community. So we encourage you to be part of this community by helping to build the vision of our future. Please attend one of these meetings.

We hope to see and speak to each and every one of you.

Yours in Christ,  
The Long Range Planning Committee

Ron Bartoszewicz, Pat Bartoszewicz, Greg Herbek, Sandra Miles, Evelyn Moreira, Harry Morris, Maureen Neighbors, Mary Nell Pecot, Kevin Ryan, John Starr, Fr. Charles Troncale, John Veres

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## Our Priorities



“Many people have been involved in this process, and as a parish, we owe them our gratitude.”

As we begin the 2005 calendar year, it is time to evaluate our progress in addressing our parish’s priorities and to identify action items for the New Year. The purpose of this newsletter is to summarize the actions attempted and completed in 2004 and provide an Action Plan for 2005. All priorities and action items are based on the results of a two-year planning process. A review of the results of that process is listed below.

### Weaknesses

- Volunteerism
- Community Outreach
- Social Opportunities
- Participation
- Quantity of Staff
- Welcoming Atmosphere
- Adult Religious Ed
- Family Activities

### Strengths

- Continued Growth
- Financial Stability
- Pastoral Leadership
- Quality Homilies
- Prayerful Atmosphere
- Image
- Quality of Staff
- Buildings

### Priorities

- Pay Debt
- Improve Driveway
- Create Endowment
- Provide Counseling
- Construct a Multi-Purpose Center
- Eliminate Trailers
- Establish Small Faith Sharing Groups
- Provide Cry Room
- Improve Parking Lot
- Develop Community Outreach Activities
- Establish an Interfaith Outreach Program

## The Planning Process

Initially, we began a strategic planning process that was tagged as the Speak Out process. The Long Range Planning Committee developed a format to present to several of the ministries, groups, and clubs in our parish. Through this process we gathered information about how those groups used the parish and what their long and short term needs were. For those groups that were too small to facilitate a meeting or who met too infrequently, a survey was distributed to the group leaders.

The next step was to develop a format for larger, more diverse groups. The Long Range Planning

Committee developed a contest format that allowed participants to identify strengths, weaknesses, opportunities, and threats. These sessions were hosted by the Pastoral Council and facilitated by the Long Range Planning Committee.

As a result of those sessions, a list of needs and priorities was identified. However, the list was too long to be reasonably addressed in the next 10 to 15 years. So the Pastoral Council and Long Range Planning Committee conducted a series of meetings to help narrow the list. Once the list was completed, the Long Range Planning Committee developed a parish-wide

survey.

The survey was mailed to all registered parishioners. Parish statistics, the response rate, and other information was reported to the parish through newsletter articles, display boards in the back of the church, bulletin inserts, and pamphlets.

The results of that survey are summarized in the preceding article. A copy of the 2004 report can be obtained by contacting the church office.

Many people have been involved in this process, and as a parish, we owe them our gratitude. There are a few individuals who deserve special recognition. They

## The Planning Process Continued

include Fr. Troncale, Ron and Pat Bartoszewicz, Greg and Shelley Herbek, Rae Reilly, Susie Hood, Carolyn Strickland, Evelyn Moreira, Kevin Ryan, and Bubba Allison.

This is an on-going process with annual evaluations and action plans. If you are interested in joining the Long Range Planning Committee, please contact Fr. Troncale.



## 2004 Action Item Accomplishments

**PAY DEBT.** Our first priority had to do with reducing the debt. The action item recommended for 2004 was to ask the Finance Council to increase the amount paid toward the parish debt. The debt we currently have is for the Malus property, the new church building, and the Archdiocese. Our debt is in the form of conventional financing from AmSouth Bank and in no-interest loans from the Archdiocese. Our 2004 scheduled payments to the Archdiocese and to AmSouth were exceeded. Detailed information about our debt, payments, and budget can be obtained from the church office. Therefore, action item number one was successfully completed and a new 2005 action item for pay debt will be recommended.

**IMPROVE DRIVEWAY.** The second priority was to improve the driveway. There were several action items under this priority. The first was to include the plan for improvements in the overall plans for the multi-purpose facility. However, since we have not begun the process for designing the multi-

purpose center, this action item was not completed and will be carried forward to the 2005 Action Plan.

The next action item included reviewing the pros and cons for having the parish annexed into the city limits. The parish has been incorporated into the city limits; therefore, this action item has been successfully completed. No 2005 action item will be required.

A final action item in this area included researching options for driveway improvements along Vaughn Road. Our original research regarding the driveway indicated that because Vaughn Road was a state highway, adding an entrance or widening the existing entrance would mean we would have to pay for an additional lane for accelerating and decelerating traffic. However, Vaughn Road is now a local street and therefore, modifications may be possible without as much expense. A review of the existing site plan of our

property with city officials has identified some more affordable options to improving traffic flow in and out of our church.

Therefore, this action item will be carried forward to the 2005 Action Plan.

**CREATE ENDOWMENT.** A building fund is in place and the parish does have funds in reserve. However, the specific fundraising needs will not be determined until cost estimates and information for capital improvements are completed. Therefore, this action item has been partially completed, but will be carried over to the 2005 Action Plan.

**PROVIDE COUNSELING.** Under the priority of providing counseling, the Pastoral Council was asked to research the counseling needs and discuss options with Catholic Social Services. These action items were not addressed. The primary obstacle to addressing these action items was that no individual or group was identified by the Pastoral Council to implement these action items.

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## 2004 Action Item Accomplishments Continued

Therefore, this action item will be revised and carried forward to the 2005 Action Plan.

**CONSTRUCT A MULTI-PURPOSE CENTER.** The action items identified to move toward building a multi-purpose center included conducting a parish census, obtaining estimates for professional design services, and budgeting for professional design services. The first phase of the parish census has been conducted. On-going attempts to reach additional parishioners are underway. The 2005 budget includes funds for professional design services and the visioning process for the new building is being planned. These action items have been successfully completed. New action items for addressing this priority will be recommended in the 2005 Action Plan.

**ELIMINATE TRAILERS.** Eliminate trailers was the next priority identified. One of the trailers has been removed and the other has been vacated. The Religious Education offices have been moved to the former rectory building. Currently the trailer is housing the 4-year old Sunday school class, but the trailer will be donated and removed by May of this year. These action items have been successfully

completed and the priority to eliminate trailers has been completely addressed.

**ESTABLISH SMALL FAITH SHARING GROUPS.** The Office of Religious Education assisted our parish in implementing the Little Rock Scripture Study program. This assistance included training for our numerous facilitators. Additionally, the "Why Catholic?" program facilitators have been trained and the first session has begun as part of our 2005 Lenten devotion.

In addition to these larger programs, we have several smaller programs available. There is a weekday morning group that meets to study the next week's readings. The Nearly 30 to Barely 40 Women's Faith Sharing Group has remained active during 2004. The Marriage and Family Ministry offered a couples study group and a monthly Family Night. Stations of the Cross followed by meager meals are available during lent. Additionally, several other impromptu groups have formed. This action item has been completed for 2004, but the priority will be carried over to the 2005 Action Plan.

**PROVIDE A CRY ROOM.** This priority had mixed support, therefore, the

action items dealt with the underlying problem of our attitude about children in church. During the 11:00 a.m. Mass, we have continued to offer the children's liturgy, we have a Sunday school program for three and four years old children, and we have a paid child-care provider in the nursery for children under the age of three. The nursery is available during the 8:00a.m. Mass as well.

During all Masses, there are chairs in the gallery for children who need a break during Mass. Our presiders have made announcements about children being welcome during Mass and about how important it is for us to support parents in their attempts to teach their children about the Mass. This priority will require ongoing monitoring and will be carried over to the 2005 Action Plan.

**IMPROVE PARKING LOT.** Some repairs were made to the parking lot in 2004. Additional repairs will be made in 2005. However, large-scale improvements will be made during the construction of the multi-purpose center. Therefore, this action item will be carried over to the 2005 Action Plan.

**DEVELOP COMMUNITY OUTREACH ACTIVITIES.**

## 2004 Action Item Accomplishments Continued

The primary obstacle to addressing this action item was that no individual or group was identified by the Pastoral Council to implement this priority and action items. Therefore, this action item will be revised and carried forward to the 2005 Action Plan.

**ESTABLISH AN INTERFAITH OUTREACH PROGRAM.** The primary obstacle to addressing this priority was that no individual or group was identified by the Pastoral Council to implement the action items. However, the Hispanic and Korean Ministries have done an outstanding job of outreach programs for these communities. Additionally, a series of international

celebrations was started in 2004 and will be carried into 2005. Therefore, this priority will have new action items identified for the 2005 Action Plan.

### OTHER PASTORAL COUNCIL ACTIVITIES.

In addition to the action items that deal specifically with the priorities established by the survey, the Pastoral Council has actively begun addressing items listed as weaknesses in our parish. In an attempt to improve volunteerism and participation, the Pastoral Council has established a new Stewardship Committee with expanded responsibility for generating more parish involvement. This committee worked closely with the Ministries Council this year and has plans for

additional activities in 2005. At the Stewardship committee's request, the chair of the Pastoral Council wrote a series of articles regarding tithing and stewardship.

The Pastoral Council has also established a Personnel Committee to address the staffing weaknesses identified through the planning process. This committee is reviewing existing personnel policies and procedures, identifying staffing needs, developing hiring procedures, and reviewing salary and benefits procedures.

The Pastoral Council has developed a Kitchen Committee to develop and enforce rules regarding kitchen use.

## 2005 Action Plan

**PAY DEBT.** According to information provided by the Finance Council, the church's current debt is in the form of low-interest and no-interest loans. The Pastoral Council has approved the amount to be paid on both the AmSouth loan and the archdiocesan loan in 2005. For details about the 2005 budget, please contact the church office. Action Item: It is recommended that a pre-determined percentage of all surplus funds at the end of the 4<sup>th</sup> quarter be applied to the AmSouth Bank loan balance.

### IMPROVE DRIVEWAY.

According to an employee of the City Planning Department, Vaughn Road is now a local street. Therefore, improvements to our existing driveway and a new driveway fronting Vaughn Road could be constructed without the added cost of providing an acceleration lane along Vaughn Road. Furthermore, the city employee recommended two driveways (one that was an entrance only and one that was an exit only) to improve our safety and traffic flow. Action Item: Driveway improvements should be part of the construction

activities for the multi-purpose center. However, city staff recommendations should be included in the visioning process to be conducted by the Long Range Planning Committee (see construct a multi-purpose center priority).

**CREATE ENDOWMENT**  
Based on recommendations from the 2003 Finance Council, the Pastoral Council determined that an endowment was not the best approach to raising funds for a new building. Currently, the church has a building fund, has investments, and has funds reserved in an Archdiocesan

## 2005 Action Plan Continued

account (for a current financial report and budget, please contact the parish office). Action Item: Ask the Finance Council to continue to monitor our investments versus our rate of debt repayment to ensure that we are optimizing our ability to raise funds for new construction while continuing to reduce our debt. Action Item: Appoint a fund raising committee to review previous fundraising efforts and to recommend the best mechanism for a new building campaign (i.e., professional fundraisers versus in-house effort). This action item will follow the visioning process and the preliminary cost estimates; therefore, it may be carried forward to the 2006 Action Plan.

“...continue to monitor our investments versus our rate of debt repayment to ensure that we are optimizing our ability to raise funds for new construction while continuing to reduce our debt.

### PROVIDE COUNSELING.

When this priority was identified, the specific types of counseling needs were not provided. During the Speak Out process, issues related to marriage, the annulment process, and divorce were mentioned. Action Item: The Marriage and Family Ministry will be asked to coordinate with the Long Range Planning Committee to include a question about counseling in the visioning process (see construct a new multi-purpose center priority). Action Item: Once a clearer picture regarding the counseling needs of the parish has been established,

the Marriage and Family Ministry will be asked to review options with Catholic Social Services and report to the Pastoral Council.

**CONSTRUCT A MULTI-PURPOSE CENTER.** There is clearly a strong demand for some kind of multi-purpose center here at Holy Spirit. Additionally, there seems to be some interest in a future school. However, the actual uses of the multi-purpose center and the actual demand for a school have not been determined. Action Item: The Long Range Planning Committee will begin a visioning process in March of 2005 to determine how the facility would be used and if a school should be included. The format should be a continuation of the Speak Out series to include a survey of the leadership of parish groups, a series of open meetings, and a parish-wide survey. Action Item: The results of the visioning process will be used in hiring a design professional to develop preliminary designs and cost estimates for the proposed facilities. Additional action items will be part of the 2006 Action Plan.

**ELIMINATE TRAILERS.** Completed.

**ESTABLISH SMALL FAITH SHARING GROUPS.** The parish has been successful in implementing small faith sharing groups over the

years. However, participation remains low. Action Item: Ask Religious Education to improve advertising for existing small group sessions. Action Item: Eliminate fees for all RE programs including CCD, Sunday school, Little Rock Scripture Study, and Why Catholic. Review the RE budget to be sure costs for materials can be absorbed and amend budget if necessary. Action Item: The Pastoral Council will identify a liaison to attend Ministry Council meetings. One of the tasks assigned to this person will be to encourage other ministries to look at various ways they might be able to participate in small faith sharing groups. Action Item: Continue to recruit members for the Stewardship Committee and support this committee's efforts to improve participation.

### PROVIDE CRY ROOM.

While this was identified as a priority, a review of the family characteristics of those wanting a cry room showed that they were people without young children. There is no indication that people with young children would use such a facility. Additionally, a review of the building's design and structure has shown that the addition of a cry room would be cost prohibitive. Action Item: The Pastoral Council will prepare a statement outlining our parish

## 2005 Action Plan Continued

philosophy about children in church and our expectations of parents who choose to bring their children to Mass. The statement will be included as a bulletin insert on a quarterly basis and will be included in the parish newsletter and newcomer packages. Action Item: Presiders will be asked to include a synopsis of the philosophy and expectations during announcements several times throughout the year.

### IMPROVE PARKING LOT.

The Long Range Planning Committee recommends that any major improvements to the parking lot be a part of

the new construction activities. Action Item: Contract out repair and patching work to keep the parking lot useable for 2 more years. Additional action items will be part of the 2006 and 2007 Action Plans.

### DEVELOP COMMUNITY OUTREACH ACTIVITIES.

Action Item: The Korean and Hispanic ministries will be asked to continue their outstanding efforts in reaching out to the community. Action Item: The Pastoral Council will identify a liaison to attend Ministry Council meetings. One of the tasks assigned to

this person will be to work with existing ministries to identify actions to address this priority. Action items identified will be carried over to the 2006 Action Plan.

### ESTABLISH AN INTERFAITH OUTREACH PROGRAM.

Action Item: The Ministries Council liaison identified by the Pastoral Council will be asked to work with the Evangelization ministry to identify actions to address this priority. Action items identified will be carried over to the 2006 Action Plan.

Don't miss the annual

Lenten Parish Mission

February 20-23

Presented by Rev.

Victor Karls, C.S.R.

The presentation will

begin at 7:00 p.m.

each night and dinner

will be available

Monday through

Wednesday 5:30.

Please call Evelyn at

277-1989 for details.

## Parish Mission

As part of our continuing effort to provide spiritually enriching activities at Holy Spirit, we are once again sponsoring a Parish Mission. This annual Lenten event has been growing in popularity as it gives us a chance to get to know one another, share meals together, reflect on the meaning of Lent, and build our relationship with Christ.

We hope these parish missions are as spiritually rewarding for you as they are for those of us who have participated in the past. We invite all parishioners to come to any or all of the presentations. The Mission dates are February 20-23.

This year's mission will be presented by Rev. Victor Karls, C.S.R., a Redemptorist priest from Missouri. The program will begin each

evening at 7:00 p.m.; however, dinner will be available by reservation on Monday through Wednesday evenings at 5:30 p.m. Please call Evelyn Moreira at 277-1989 for details about the mission and reservations for dinner.

We look forward to seeing you there.

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## Multi-Purpose Building Visioning Session

Please Plan to attend one of the following Speak Out meetings:

Saturday, April 2<sup>nd</sup>  
after the 5:30 p.m.  
Mass.

Sunday, April 3<sup>rd</sup>  
after the 8:00 a.m.  
Mass and after the  
5:30 p.m. Life Teen  
Mass.

Sunday, April 10<sup>th</sup>  
after the 11:00 a.m.  
Mass.

Wednesday, April 6<sup>th</sup>  
after the 6:30 p.m.  
Mass.

Tuesday, April 12<sup>th</sup>  
at 7:00 p.m.

The meetings will  
last one hour and  
light refreshments

will be served. The purpose of the meetings will be to develop a vision for the new multi-purpose facility to be constructed here at Holy Spirit Parish. See inside articles for details.

CHURCH OF THE HOLY SPIRIT  
8570 VAUGHN ROAD  
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We're on the Web!  
See us at:  
<http://holy-spirit-church.com>

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