



Parish Mission Planning Communication Liaison Training



Parish Mission Planning
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Diocese of
Green Bay

INFORMING THE PARISHIONERS ABOUT PARISH MISSION PLANNING

What the Communication Liaison Does:

The Communication Liaison in a clear, timely, precise, and concise manner will:

- Ensure communication between the Curia Parish Mission Planning Team and the Parish Mission Planning Team.
- Disseminate information on the Parish Mission Planning process including the steps, goals and implementation to the Pastoral Council, Parish Committees, and Parishioners.
- Support communication among the Parish Mission Planning team members.
- Help convey core realities of PMP to all involved in a positive, proactive way.
- Help facilitate active listening to the parish community through invitation to direct communication with the Parish Mission Planning team, surveys, focus groups, etc.
- Call on the parish community to pray through the various stages of the Parish Planning Process to elevate its success.

Who the Communication Liaison is responsible to:

- Pastor/Pastoral Leader
- Parish Mission Planning Team Facilitator

Who the Communication Liaison should communicate with:

- Pastor/Pastoral Leader
- Parish Mission Planning Team
- Curia Parish Mission Planning Team (Curia Support Team)
- Pastoral and Finance Councils
- Parish and School Committees
- Parishioners

What types of Communications should be used:

- Pulpit announcement
- Email
- Church bulletin announcement or insert
- Social media
- Bulletin Board/Poster Board in the gathering space

Frequency of the Communication:

- Every two weeks while the planning is in process.

STEPS TO INFORMING THE PARISHIONERS

Step 2 of the 9 Step Planning Process - Communication Liaison Directions:

After the first Parish Mission Planning (PMP) team meeting, use the article “Parish Mission Planning Pulpit and Bulletin Announcement” on page 3 of the Parish Mission Planning Communication Liaison Training document as a model to prepare an electronic and printable communication that will go to the Pastor (pulpit announcement), parish pastoral and finance councils (paper copy or email) and as a bulletin announcement informing parishioners about Parish Mission Planning. You should also include the names of the Parish Mission Planning team members. Make sure that the Pastor reviews and approves it before the communication goes out.

Step 4 of the 9 Step Planning Process - Communication Liaison Directions:

Develop a brief communication explaining what the Parish Mission Planning (PMP) team accomplished at the second PMP meeting. Prepare an electronic and printable communication that will go to the Pastor (pulpit announcement), parish pastoral and finance councils (paper copy or email) and as a bulletin announcement informing parishioners where the PMP team is the planning process. Make sure that the Pastor reviews and approves it before the communication goes out.

Step 7 of the 9 Step Planning Process - Communication Liaison Directions:

Develop a brief communication explaining what the Parish Mission Planning (PMP) team accomplished at the third PMP meeting as they worked through Steps 5, 6, and 7. You should include the three to five priorities/goals/projects the PMP team decided on at this meeting. Prepare an electronic and printable communication that will go to the Pastor (pulpit announcement), parish pastoral and finance councils (paper copy or email) and as a bulletin announcement informing parishioners where the PMP team is the planning process. Make sure that the Pastor reviews and approves it before the communication goes out.

Step 8 of the 9 Step Planning Process - Communication Liaison Directions:

After the fourth or fifth PMP team meeting, depending on whether or not the team completed Step 8, give a brief overview of the work accomplished in Step 8. Prepare an electronic and printable communication that will go to the Pastor (pulpit announcement), parish pastoral and finance councils (paper copy or email) and as a bulletin announcement informing parishioners where the PMP team is the planning process. Make sure that the Pastor reviews and approves it before the communication goes out.

EXAMPLES OF PULPIT, BULLETIN, AND SOCIAL MEDIA ANNOUNCEMENTS

Bulletin Insert Header Options



Bulletin Insert Resources
In order to keep your parishioners informed about Parish Mission Planning, we have created some image headers that can be used with the communications that are sent out. These are meant to fit into a column of your parish bulletin and can be adjusted to your specific needs.

Pick a header that fits the space you have, personalize the text with your parish’s specific information, and copy and paste the image and text into your bulletin editor.

EXAMPLE OF PARISH MISSION PLANNING PULPIT AND BULLETIN ANNOUNCEMENT

Friends and followers of Jesus,

I want to share with you our parish's participation in an exciting new process called "Parish Mission Planning." Parish Mission Planning you ask, what's this? Parish Mission Planning aligns and mobilizes parish, religious education, and school ministry planning efforts with the diocesan vision, mission, cultural values, and goals. Our parish leadership team is on fire for this process as we wrap our current vision/mission statement with Bishop Ricken's vision/mission, using the key areas of Discover Jesus, Follow Jesus, Worship Jesus, and Share Jesus with Others as outlined in Disciples on the Way.

Parish Mission Planning focuses planning efforts on how our parish can engage in evangelization and discipleship collaboratively with Catholic schools and agencies residing in our community, our "parish mission field." The plan will allow us to have a deeper impact in our community, parish, and schools; shifting from an inward to an outward-focused way of serving.

Our Parish Mission Planning team includes our Pastor/Pastoral Leader, a team facilitator, parish and school leaders, lay ministers, and parishioners representing various demographic groups, with assistance from our Diocesan Curia Offices. [You are encouraged to personalize this and insert names of your team here.] Our team will meet about five to six times over the next few months, and as we progress we'll keep you informed. Please stay tuned and keep us in your prayers as we move forward in the planning process.

EXAMPLES OF SOCIAL MEDIA POST

Here are some examples of text you can use to post on your social media accounts like Facebook, Twitter, and Instagram.

Pair this text with pictures of your parishioners and/or school students and staff, your outreach efforts, and anything that showcases your community impact.

Example 1:

As a parish, we are called to bring the love of Jesus Christ to every soul in our mission field. Our mission field is the community directly surrounding our parish. It's not just about "us" any more. It's about everyone! Let's get out there and share the love of Jesus!

Example 2:

We're taking a hard look at how we impact our community with the love of Jesus. We want to reach everyone, whether they go to church every week or haven't stepped inside a church in years. It's time for us to love and serve every soul, leading all people to the Kingdom of God!