

St. Joseph Church

43 Kapiolani Street
Hilo, Hawaii 96720



Parish Pastoral Plan

2015 – 2020

*"I have come that they may have life,
Life in all its fullness." John 10:10*

**Program
Saint Joseph Church
Parish Pastoral Assembly
August 15, 2015**

- | | |
|--|---------------------------|
| ❖ Greetings by Program Moderator | Bernard Balsis |
| ❖ National Anthem | Craig Habab |
| ❖ Prayer for the Assembly | Fred & Patti Basilio |
| ❖ Community Singing | St. Joseph Choirs |
| ❖ Welcome Address | Pastor Samuel Loterte |
| ❖ Pastoral Plan Process | Stewardship Co-Chairs |
| ❖ Priorities and Pastoral Plan | PPAC-Margaret Lucas |
| ❖ Reactors to the Plan | |
| ○ Youth-Jennifer Caro, Taylor Paulo, Jonathan Uhlman | |
| ○ Young Adult – Craig Habab, Alex Hedglen, Taylor Ignacio | |
| ○ School Principal – Dr. Llewellyn Young | |
| ○ Parishioners: Mary Correa, Dayday Hopkins, Samuel Nathan | |
| ❖ Roll Call and Approval | Chrislyn Villena |
| ❖ Song – “Go the Distance” | Youth & Young Adult Choir |
| ❖ Closing Hymn to St. Joseph | St. Joseph Choirs |
| ❖ Final Blessing | Father Paterno Labasano |

Parish Priorities 2015-2020

Our journey began on March 14-15, 2015 with the Episcopal Visitation of Bishop Larry Silva meeting with the Administration, staff, St. Joseph School and parish ministry coordinators. It was followed by the formation training of the Parish Stewardship Committee and workshops with the coordinators and representatives of the different ministries. The purpose was to name the strengths and gifts and at the same time to identify the needs to move us to a vibrant Parish and School Community. With the data gathered, the Parish Pastoral Plan 2015-2020 was developed.

As we go forward to accomplish our vision and mission for our Parish and School Community, the Parish Pastoral and Advisory Council (PPAC) with the members of the Stewardship Committee present the following PRIORITIES:

First, as a Parish and School Community of St. Joseph, we are called to embrace the “Principles of Stewardship” proposed by the Diocese as our way to guide us for the coming years. More than anything else, we should embrace Stewardship as a way of life.

Second is the issue of COMMUNICATION that calls for an urgent resolution. As a response, we availed the expertise of Dr. L. Young to facilitate a series of workshops on this subject. We propose to create four (4) Ministries under each of the Stewardship Pillar. They are the following:

For Hospitality – Ministry of Welcome and Fellowship

For Prayer – Ministry of Worship

For Formation – Ministry of Faith Formation and Evangelization

For Service – Ministry of Justice and Solidarity with the Poor

Each of these ministries will have a member of the PPAC as its Over-all Coordinator who will be in charge for communication, animation and coordination for the different groups/ministries.

Third, that the Faith Formation, Evangelization and Leadership Training of our parishioners and volunteers/ministers be a priority for the Parish. This calls for a program of Formation that is tailored to the needs of the Parish, in coordination with the Diocese of Honolulu, so as to prepare leaders to become evangelizers for the Church.

Fourth, we give importance to the Youth of our Church, the St. Joseph School, and the Youth and Young Adults Ministry as a vital part of the mission for them to become future leaders of our faith community. We will provide the necessary programs and financial support to help develop their person, and their talents and skills.

Fifth, the Parish and School Community needs to intensify its Campaign to raise the necessary resources for the implementation of mutual projects:

- 100th year Dedication of St. Joseph Church
- 150th year of St. Joseph School and facilities
- Construction of a Parish Hall
- Upkeep and maintenance of church building and rectory
- Funding for the various approved programs and projects of the parish such as a new sound system, telephone system, security and other needs.

This indeed is a huge task for all of us. There is tremendous work ahead of us that we need to address. It will take many hands in order for us to accomplish our priorities. Most especially, we need to have a gathering place to facilitate the implementation of all our Pastoral Plan priorities. The Parish Leadership, together with St. Joseph School, will unite to achieve our common mission.

Let us ask the Lord to help us realize these priorities.

Let us pray for the implementation of the Parish Pastoral Plan, 2015-2020.

Loving Father,
Ever present in the sacrament of the Holy Eucharist,
You led the first Christian Communities in their journey of faith
and thus became the Church, the Body of Christ.

Grant that like them,
We, the parishioners of St. Joseph Church and St. Joseph School
be empowered by your Divine Spirit towards the fulfillment of our mission
and work for the realization of our Parish Pastoral Plan for these coming
years.

With the Blessed Virgin Mary and St. Joseph, our patron,
true models of stewardship of your grace and blessings,
May we be transformed to become the stewards of our time, talent, and
treasure according to your heart
and thus journey together towards the fullness of life.

This we pray through Christ, our Bread of Life,
In the unity of the Holy Spirit,
One God forever and ever.
Amen.



The following Proposal Statements are hereby presented to the delegates of the Parish Assembly:

Proposal # 1 Whereas, the members of the Parish Pastoral and Advisory Council in collaboration with the members of the Stewardship Committee submit to the Parish Assembly the Parish Pastoral Plan for 2015 – 2020 for Approval and Ratification.

Proposal # 2 Whereas, the members of the Pastoral and Advisory Council in collaboration with the members of the Stewardship Committee submit to the Parish assembly the Parish Priorities for the next five (5) years, for Approval and Ratification.

Proposal # 3 Whereas, the Parish Pastoral and Advisory Council hereby submits to the Parish Assembly the Amended PPAC Bylaws for Approval and Ratification.

St. Joseph Church - List of Representatives

Parish Consultative Bodies	Chair	Volunteer Representatives	
Finance Committee	Bernard Balsis		
Maintenance Committee		Danie Villena	
Parish Advisory Council	Margaret Lucas		
E. H. Vicariate Rep. to Diocesan Planning & Facilities	Dayday Hopkins		
Stewardship	Gwen De Coito Charlene Miyashiro Verna Mae Branco Michele Bergbauer Linda Embernate		
Bulletin Volunteers			
Parish Liturgical Ministries	Chair	Volunteer Representatives	
Liturgy Committee	Lei Shinoda		
Music Dept. Coordinator	Gloria-Mendoza Watson		
Alabare Choir	Godfrey Nachor		
Aloha Choir	Michael Springer/Cecil Farin		
St. Joseph Choir	Gloria-Mendoza		
St. Joseph Choir Youth/Young Adult	Gloria-Mendoza Watson/Chrislyn Villena		
St. Lorenzo Choir	Filipina Andres		
Altar Servers	Lei Shinoda		
Children's Sunday Liturgy	Mary Anne Leite		
Church Cleaners		Mary Correa	

Extra-Ordinary Ministers of Holy Communion	Linda Villena		
Hospitality Ministry	Mario Miguel		
Ministry of Lector	Leah Ogden		
Sacristans	Fern Madrona		
Hospital and Home Communion	Mario Miguel		
Our Mother of Perpetual Help Novena Prayer Group	John Aguiar		
Divine Mercy	Joette Tanigawa		
Parish Education /Faith Formation Ministries	Chair	Volunteer Representatives	
Religious Education Coordinator	Chrislyn Villena		
R.C.I.A.	Chrislyn Villena	Carl Sobrado	
Youth & Young Adult	Chrislyn Villena	Craig Habab, Alex Hedglen, Taylor Ignacio, Jennifer Caro, Taylor Paulo, Jonathan Ulhman	
Baptism Ministry	Fred/Patti Basilio & Linda/Danie Villena		
Bible Study	Mary Anne Leite		
Engaged Encounter	Cecil/Thelma Farin & Fred/Patti Basilio,		
Marriage Encounter	Fred/Patti Basilio & Rose Nunogawa		
Secular Franciscans	Mary Freitas		
Aggregation of the Blessed Sacrament	Margie Ignacio		
Marriage Annulment	Rose Nunogawa		

Sign Interpreter	Rose Nunogawa		
Parish Pastoral Services	Chair	Volunteer Representatives	
Social Ministry	Mario Miguel		
Food Pantry	Mario Miguel		
Hot Meals	Mario Miguel		
Special Needs	Jim Steiber		
Bereavement	Mario Miguel	Madelyn Troelstrup	
Respect Life	Dr. Woo/Carol Denis		
Parish Outreach Ministries	Chair	Volunteer Representatives	
Society of Saint Damien	Rose Gajeton		
Make A Difference Ministry	Avelina Espina		
Spiritual Recovery Ministry	Jim Steiber		
Tongan Community	Peni Letisi		
Filipino Catholic Club	Christina Ranan		
Filipino Catholic Christian Community Prayer Groups	Estine Viernes		
Micronesian Community	Miki Aizawa		
Samoan Community			
Chuukese Community		Samuel Nathan	
Small Christian Community	Carol Denis/Gloria Phillips		
Saint Joseph School			
School Principal	Dr. Llewellyn Young		

SJS PTA			
SJS School Board	Jody Montell		
SJS Alumni & Friends	Dr. Marlene Hapai		

August 2, 2015

Dear Parishioners,

Peace!

We are now ready to present to the Parish and School Community the Parish Pastoral Plan for St. Joseph.

I, therefore, officially convoke the Parish Pastoral Assembly this August 15, 2015 at 1 to 3 PM. Attendees will be the Coordinators and/or their Representatives of the different Parish Ministries who will ratify the Parish Pastoral Plan.

The Parish Pastoral Plan will be the Charter to guide us during the next five years. I hope and pray that we will make this happen through our support, commitment, and prayers.

There will be three Proposals for approval:


1. The Parish Pastoral Plan for 2015-2020
2. The Parish Priorities
3. The Amended PPAC Bylaws

Also, I would like to add that last March 14-15, 2015 we were so blessed with the Episcopal Visit of Bishop Larry Silva. We have been given the opportunity to present to him the concerns of the Parish. The most pronounced of which is the need for the Parish Hall.

Let me quote some parts of the Bishop's letter to me after his visit, "I was also encouraged to learn about your initiation of the development of a new pastoral plan to define more specifically where you see the parish headed over the next 10-15 years. This new pastoral plan will serve as the basis for the highly desired parish hall. Knowing how the hall will be used in support of your parish mission and how it fits into the parish's pastoral plan are key elements the Diocesan Planning and Building Commission looks for. Moving the parish forward with this initiative and others will require your strong commitment, guidance and leadership with the support and collaboration of your parish leadership team and good stewardship on the part of all the parishioners."

May Saint Joseph, our patron, continue to ignite our passion to move forward as a Parish and School Community in our search for FULLNESS OF LIFE.

God bless you.



Fr. Samuel E. Loterte, SSS

August 15, 2015

My Dear Fellow Parishioners,

With guidance from the Holy Spirit, we the PPAC committee, Father Samuel Loterte, our Pastor and Stewardship Committee present to you this 2015-2020 Parish Pastoral Plan.

This Parish Pastoral Plan is the outcome of many meetings with our Parish ministries over these last few months. The four Stewardship Pillars: Hospitality, Prayer, Formation and Service are the foundations for the work of our Pastoral Plan.

There is a significant improvement in our school enrollment this school year. We as a Parish School community can be proud that our Parish school is making an impact in the Community. We are blessed to have Dr. Llewellyn Young as the Principal of St. Joseph School.

We are proceeding with revisiting the construction of a Parish Hall to meet the current and future needs for a gathering place for our Parish and School Communities. We understand the importance of this structure as a part of the new five year Parish Pastoral Plan and will keep everyone informed on this development.

In closing, I would like to thank everyone who contributed to help with this 2015-2020 Parish Pastoral Plan.

May St. Joseph, our Patron, continue to guide us as we build a stronger future for our Parish and School Community of St. Joseph-Hilo.

Blessings to each of you,



Margaret A. Lucas
Parish Pastoral Advisory Council
Chairperson

August 15, 2015

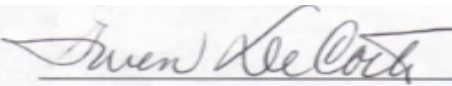
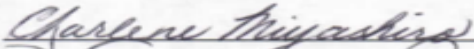
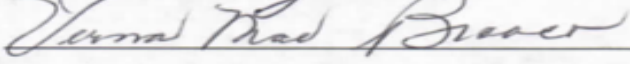
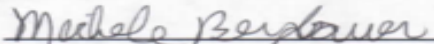
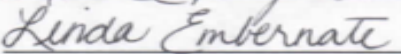
To All Parishioners of St. Joseph Church,

We, the Parish Stewardship Committee have worked with Father Samuel Loterte, our Pastor, the PPAC Chair Margaret Lucas and council members along with the staff and various Ministries of St. Joseph Church to develop this Parish Pastoral Plan 2015-2020.

Our Calendar of Events below shows the accomplishment of our work.

Jan – Mar 2015	Stewardship Formation	April 29, 2015	Communication Workshop
Mar. 8, 2015	Rite of Commitment	May to June 2015	Stewardship & Planning Pastoral Weekly Meetings
Mar. 14, 2015	Diocesan Visit	May 6, 2015	Stewardship SFS #2
Mar. 15, 2015	Bishop's Town Hall	May 13, 2015	Stewardship SFS #3
Mar. 21, 2015	Vicariate Pastoral Planning	May 27, 2015	Stewardship SFS #4
April 1, 2015	1 st Stewardship Info/Study	July 2015	Compilation of Parish Pastoral Plan for 2015-2020
April 5, 2015	Stewardship assisted Fun Day	July 11 – Aug. 2, 2015	Distribution of the Draft of the Parish Pastoral Plan to parishioners
April 22, 2015	Stewardship SFS #1	Aug. 15, 2015	Parish Congress
April 25, 2015	2 nd Stewardship Info/Study		

Join us in our efforts to Glorify God and work for the successful implementation of this Parish Pastoral Plan to achieve Stewardship as a way of Life at St. Joseph Parish and School Community.

Gwen De Coito, Co-Chair	
Charlene Miyashiro, Co-Chair	
Verna Mae Branco	
Michele Bergbauer	
Linda Embernate	

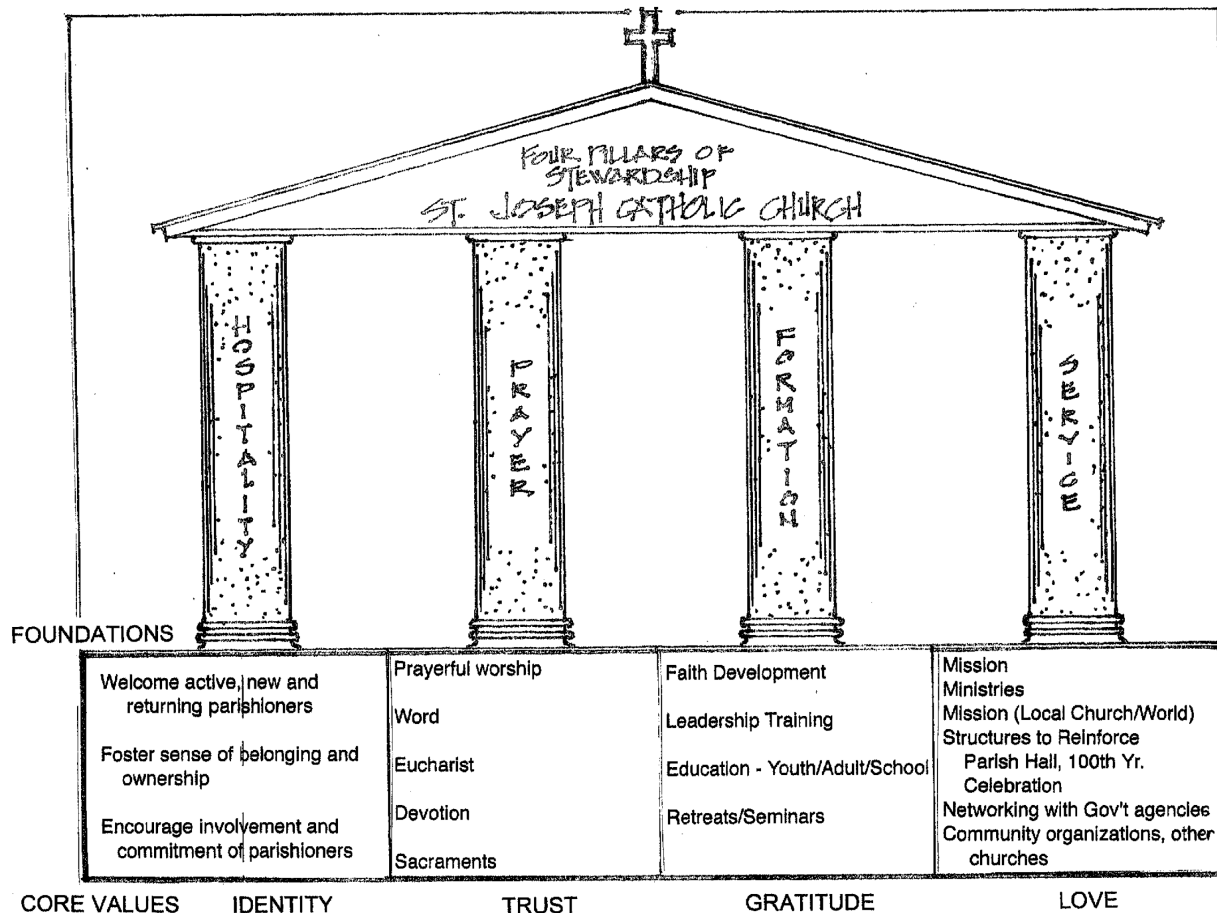
*“Approach this new door with great confidence in your heart,
for you have so much to offer.
Open each new door with trust, holding your dreams very near.
Knowing the world is waiting for the goodness and the love
you carry within you.”*

M.E. Miro

Stewardship Principles

- ◆ Accountability for available resources
- ◆ Transparency for all parish activities
- ◆ Purposeful ministries
- ◆ Excellence in performing parish ministries
- ◆ Efficiency and review
- ◆ Communication
- ◆ Generosity outside of the parish

St. Joseph Church Stewardship Pillar Diagram



Parish Mission Statement 2015 - 2020

Centered on the Word of God and the Eucharist we gather as a Parish and School Community. We are disciples of Jesus Christ seeking fullness of life. Blessed with diversity of cultures and gifted with the spirit of Aloha, we pledge to become stewards of our time, talent, and treasure by sharing our heritage and our faith. We commit ourselves to the full development of all people. With Saint Joseph as our patron we offer our gift of self for the greater glory of God.

St. Joseph Church

Parish Pastoral Plan

Pillar for Hospitality

The Ministry of Welcome and Fellowship under the Pillar of Hospitality is important to our life as a parish. Through parish events, community meals and fellowships, ministry involvement, leadership training, faith formation and prayer activities we gather as a community of disciples of Jesus Christ. We strive to build a warm and welcoming parish where everything that we are and have is God's gift to us, gifts that we have to be grateful for, to be celebrated, to be nourished and affirmed, and to be shared for the flourishing of the Kingdom of God. To accomplish this we immerse new and current parishioners into the mission of Saint Joseph Church.

As a parish community, we are called to be stewards of these gifts thus transforming our parish into a truly hospitable community where the giftedness of each person is celebrated and developed.

Hospitality is a sacred trust and a "sacred obligation" entrusted to the early Christian Community because it is seen as the foundation in building relationships: relationship with God, with one another, and with the whole of creation. As such it is our parish's vocation to promote a hospitality that

- Commemorates the care that God has shown to his people
- Affirms and respects human dignity,
- Promotes solidarity
- Creates community, and
- Proclaims the reign of the Kingdom of God.

Hospitality leads to an increased sense of ownership among the members of the parish community. This ownership fosters belongingness, which leads to a sense of commitment and responsible stewardship.

To help us in this ministry we have identified our gifts: the presence of volunteer ministers, the presence of different cultural and religious groups,

the presence of the Parish Staff and St. Joseph School, its Principal and Staff, and the presence of the Blessed Sacrament Priests and Religious. Recognizing these gifts we have formulated the following goals and objectives:

Goal 1: Nourishing and cultivating a welcoming parish in the spirit of Aloha.

Objective: 1.1 To provide a Manual for Volunteers for a more effective and efficient ministry of welcome and fellowship.

Time Frame	Five Year Time Frame <ul style="list-style-type: none"> • Year 1 – Develop the manual for volunteers • Year 2-5 – Update manual procedures each year
Person(s) Responsible	Parish Pastoral and Advisory Council Members
Action(s)	<ul style="list-style-type: none"> • Develop manual with Hospitality Coordinator/PPAC members • Review procedures in the manual • Share with all volunteers
Participants	<ul style="list-style-type: none"> • Ushers/greeters, church cleaners, first medical responders • Programs/Fellowship, Environment 1 and 2
Outcomes/Success	<ul style="list-style-type: none"> • Manual for the Ministry of Welcome and Fellowship • Annual evaluation procedures • Increased membership of ministers

Objective: 1.2 To have a periodic formation and training for our volunteer-ministers to enhance their gifts of welcoming parishioners, guests, and visitors.

Time Frame	Year 1 – 5 – Ongoing training for volunteer-ministers
Person(s) Responsible	<ul style="list-style-type: none"> • Priest in Charge/PPAC coordinator • Coordinator for the Ministry of Welcome and Fellowship
Action(s)	<ul style="list-style-type: none"> • Training of all volunteer-ministers for the ministry of welcome and fellowship

	<ul style="list-style-type: none"> • Use of resources for training on “Customer Service”
Participants	<ul style="list-style-type: none"> • Same as above 1.1
Outcomes/Success	<ul style="list-style-type: none"> • Observe development of volunteer-ministers for feedback purposes • Volunteer-ministers are more equipped in welcoming parishioners, guests and visitors • Show appreciation to volunteer-ministers at year end

Objective: 1.3 To continue the welcoming of guests and visitors, especially on Sunday Masses and Special occasions, with lei, brochure of the parish information guide, and a prayer Card of St. Joseph, our patron.

Time Frame	Weekly on Sundays - On going
Person(s) Responsible	Coordinator for Ministry of Welcome and Fellowship, Coordinators for Ushers, Greeters, Collectors, Small Christian Communities, Fellowship Ministry
Action(s)	<ul style="list-style-type: none"> • Update the parish information guide brochure (History of Parish) • Publish a prayer card of St. Joseph
Outcomes/Success	<ul style="list-style-type: none"> • Feedback from parishioners, visitors and guests • Clear Directory of the Parish

Objective: 1.4 To foster parish programs intended to gather the parish community to celebrate important events in the Church.

Time Frame	Continuously throughout the year (1-5)- On going
Person(s) Responsible	Coordinator for Parish Programs and Fellowship
Action(s)	<ul style="list-style-type: none"> • Events to be planned, coordinated with the Pastor and Parish Staff and published in various ways: bulletin, bulletin boards, website, etc. • Coordinated with the Master Church Calendar of Events
Participants	<ul style="list-style-type: none"> • Pastor, Parish Staff and Coordinators

Outcomes/Success	<ul style="list-style-type: none"> • Increase in attendance and participation of parishioners
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Objective: 1.5 To create a ministry for “Catholics Returning Home”.

Time Frame	1 – 5 Years – On going <ul style="list-style-type: none"> • First 6 months • Continue for the next 4 years
Person(s) Responsible	RCIA
Action(s)	<ul style="list-style-type: none"> • Seek a ministry coordinator • Implement program guidelines • Develop a calendar for the ministry • Share information to the parish community in various ways
Outcomes/Success	<ul style="list-style-type: none"> • Increase of “Baptized Catholics” returning to the Church

Objective: 1.6 To name the PPAC member(s) to be the Coordinator for the Ministry of Welcome and Fellowship.

Time Frame	ASAP Time Frame 1-3, renewable
Person(s) Responsible	Pastor and member(s) of PPAC
Action(s)	<ul style="list-style-type: none"> • Select coordinator(s) • Provide training for coordinator(s) about the scope of the work of this ministry • Recruit volunteers • Provide training for volunteer-ministers in “Customer Service”
Outcomes/Success	<ul style="list-style-type: none"> • Coordinator(s) selected

Goal 2: Providing opportunities and programs wherein diversity of cultures are affirmed and celebrated.

Objective: 2.1 To support celebration of cultural and religious observances unique to each cultural group.

Objective: 2.2.1 To encourage each cultural group to celebrate their religious observances as a parish event such as Simbang Gabi, Flores de Mayo, Santa Cruzan, Chuukese Feast Days, Holy Ghost Feast, etc.

Time Frame	1 – 5 years
Person(s) Responsible	Priest in Charge, Coordinator of Ministry of Welcome and Fellowship and PPAC Coordinator for Hospitality
Action(s)	<ul style="list-style-type: none"> • Establish a calendar of events for cultural and religious observances • Publish events in the Master calendar • Communicate events to the parish community and Hilo Community
Outcomes/Success	<ul style="list-style-type: none"> • Cultural programs observed • More attendance and active participation of the different cultural groups in the Parish

Objective: 2.3 To name a Coordinator for each cultural group and have the PPAC in charge for Ministry of Welcome and Fellowship to oversee these programs.

Time Frame	1-5 year
Person(s) Responsible	Priest in Charge in coordination with PPAC
Action(s)	<ul style="list-style-type: none"> • Seek nominee for each cultural group • Review goals of the ministry
Outcomes/Success	<ul style="list-style-type: none"> • Each cultural group will have a representative coordinator

Goal 3: Preservation and promotion of St. Joseph Church as a historical landmark in Hilo

Environment 1 – Internal Areas

Objective: 3.1 To ensure the maintenance of the church buildings so as to provide hospitable space for all who come to our parish, both parishioners, visitors, and guests alike, by setting aside funds for its upkeep and repairs.

Time Frame	1 – 5 Year
Person(s) Responsible	Pastor and Business Manager Maintenance Committee, Stewardship Committee
Action(s)	<ul style="list-style-type: none"> • Develop a maintenance plan for the 5 years • Solicit estimates from local licensed vendors – Check State Compliance list • Budget funds for maintenance and repairs • Raise funds for this purpose
Outcomes/Success	<ul style="list-style-type: none"> • Newly painted church • Repair leaks and cracks in the Church • Glass windows repair and maintenance

Objective: 3.2 To recruit volunteers/parishioners in taking charge of church cleaning and order, plants and flowers, art, and banners.

Time Frame	1-5 years
Person(s) Responsible	Coordinator of Church cleaning and order Coordinator of Environment 1
Action(s)	<ul style="list-style-type: none"> • To recruit volunteers/parishioners in taking charge of church cleaning and order, chairs, plants and flowers, art, and banners • Develop scheduled days and times for teams to do cleaning and order and beautification of the church each week
Outcome/success	Consistent well maintained church with: <ul style="list-style-type: none"> • Orderly display of missals, music hymnals, prayer books,

	offertory envelopes <ul style="list-style-type: none"> • Weekly refreshed floral bouquets • Banners displayed in accordance to the Church seasons
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Environment 2 – External Areas

Objective: 3.3 To recruit volunteers in taking charge of the outside garden, flower planters and potted plants around the church property.

Time Frame	1 – 5 years
Person(s) Responsible	Coordinators for Environment 2: External Areas
Action(s)	<ul style="list-style-type: none"> • Develop scheduled days for teams to take care of the outside garden, flower planters and potted plants around the church property
Outcomes/Success	<ul style="list-style-type: none"> • Groomed yard, garden, plants and parking lot

Objective: 3.4 To create a Committee that will plan and execute the 100th Year Foundation Anniversary of St. Joseph Church

Time Frame	6 months
Person(s) Responsible	Pastor and PPAC Business Manager
Action(s)	<ul style="list-style-type: none"> • Create a committee for 100th year Foundation Anniversary of St. Joseph Church • Assign coordinator for 100th year Foundation Anniversary of St. Joseph Church • Submission and approval of plans/budget for the 100th Year Foundation Anniversary of St. Joseph Church
Outcomes/Success	<ul style="list-style-type: none"> • Committee and Plans for the Celebration

Goal 4: Ensuring an effective and efficient Communication Network for the Parish

Objective: 4.1 To create a system in disseminating and coordinating information of all ministry events to parishioners through various media available such as: the Parish Bulletin, Web/Internet, Pulpit announcements, banners, flyers, informational materials/brochures, telephone tree, social media, emails, etc.

Time Frame	ASAP
Person(s) Responsible	Parish Secretary and the different coordinators of the Four Ministries of Stewardship: Hospitality, Prayers, Formation and Service
Action(s)	<ul style="list-style-type: none"> • Develop guidelines for a better communication system • Implement the guidelines
Outcomes/Success	<ul style="list-style-type: none"> • Periodic evaluation

Objective: 4.2 To invest in a better sound system in the Church.

Time Frame	1 – 5 Years
Person(s) Responsible	Pastor and Business Manager
Action(s)	<ul style="list-style-type: none"> • Fund Raising • Set aside a budget for equipment
Outcomes/Success	<ul style="list-style-type: none"> • New sound system installed

Objective: 4.3 To continue updating the Parish Data System (PDS).

Objective: 4.3.1 To update the Parish Directory regularly

Time Frame	1 – 5 Years
Person(s) Responsible	Business Manager and Parish Secretary
Action(s)	<ul style="list-style-type: none"> • Have annual registration drives
Outcomes/Success	<ul style="list-style-type: none"> • Updated Parish registry

Objective: 4.5 To encourage the different ministries to contribute write-ups with pictures of their Ministries to be published in the Parish Bulletin, Catholic Herald, local newspapers, parish bulletin boards, and newsletter.

Time Frame	1 – 5 Years – Ongoing
Person(s) Responsible	PPAC and Coordinators for Hospitality, Prayer, Formation and Service
Action(s)	<ul style="list-style-type: none"> • Set deadlines for submissions • Coordinate with staff in charge of bulletins
Outcomes/Success	<ul style="list-style-type: none"> • Write ups, pictures contributions from different ministries published

Goal 5: Providing a hospitable and welcoming atmosphere for parishioners and guests at the Parish Office and Parish Rectory

Objective: 5.1 To provide a hospitable accommodation for priest/religious and lay guests of the Parish.

Time Frame	1 – 5 Years – Ongoing
Person(s) Responsible	Pastor and Parish Secretary
Action(s)	<ul style="list-style-type: none"> • Accommodating priest/religious and lay guests
Outcomes/Success	<ul style="list-style-type: none"> • Priest/religious and lay guests feel the Aloha Spirit of Welcome

Objective: 5.2 To provide a welcoming reception and efficient service for those who would come to the Parish Office.

Time Frame	1 – 5 Years
Person(s) Responsible	Pastor, Business Manager, Parish Staff
Action(s)	<ul style="list-style-type: none"> • Provide “customer service” training for Staff
Outcomes/Success	<ul style="list-style-type: none"> • Parishioners, visitors and guests feel the Aloha Spirit of welcome

Goal 6: Having a Gathering Place/Parish Hall for Parish Functions

Objective: 6.1 To have a Parish Capital Campaign that will serve as a fund-raising campaign for the Parish Hall.

Objective: 6.1.1 To create a Committee that will oversee the construction of a Parish Hall.

Time Frame	1 Year
Person(s) Responsible	Pastor, PPAC, the Parish Hall Committee, Business Manager and Stewardship Committee
Action(s)	<ul style="list-style-type: none"> • Form Parish Capital Campaign Committee • Approval from the Parish Pastoral Assembly • Initiate Parish Capital Campaign
Outcomes/Success	<ul style="list-style-type: none"> • Funds to appropriate for the building of the Parish Hall

Ministries for Hospitality:

Environment 1

Environment 2

Home/Hospital Communion

Young Men's Institute

Respect Life

Food Pantry

Hot Meal

Bereavement

Prison

Peanut Butter

St. Damien

Make a Difference

St. Joseph Church

Parish Pastoral Plan

Pillar for Prayer

Saint Irenaeus, a Bishop and Theologian from the 2nd century France wrote, “The Glory of God is the human person fully alive.” Indeed, the Glory of God gives life; those who encounter God receive life. Where do we encounter God if not in PRAYER? In prayer, God becomes present to us. And we become aware of God’s presence.

The second Pillar of Stewardship is Prayer. As a Ministry of Worship, prayer is seen in its three-fold nature:

- As Gift
- As Covenant
- As Communion

As Gift, prayer is an initiative of God, which seeks our personal and communal response to God’s invitation for a loving relationship.

As Covenant, prayer is an expression of the loving commitment of the Church for the sanctification of the world and time.

As Communion, prayer witnesses to our relationship with God, bringing people together, and being in solidarity with one another. Prayer then unfolds our identity as a Community of Disciples, called to spend time with Jesus Christ.

Mary, the sister of Martha and Lazarus, has chosen the “better part” because she chose to stay with Jesus and thus minister to him. Prayer can very well be the invitation and opportunity for us to “minister to Christ”, that is to get to know him, to love him, to serve him better.

The Gifts to be grateful for:

- Presence of Volunteers
- Set times for Worship and Prayers:
 - Set schedules for Liturgical Celebrations of Sacraments

- Daily communal Morning and Evening Prayer in Church
- Adoration of the Blessed Sacrament
- Devotional Prayers: Recitation of the Rosary, Novena to our Lady of Perpetual Help, Chaplet of the Divine Mercy, Taize Prayer
- Occasional Prayers: May and October Marian Devotion
- Available Ministers
- Sacred Space that is conducive for Worship

Goal 1: Establishing and deepening of relationship with God through Worship and Prayer

Objective 1.1 To ground the various ministries on the centrality of God and on our loving relationship with him in prayer through Worship and celebration of the Sacraments.

Time Frame	On Going
Person(s) Responsible	Pastor, Associate Pastor, Coordinators of Various Ministries
Action(s)	<ul style="list-style-type: none"> • Invite parishioners to avail themselves of prayer service using different media. • Constant and consistent invitation
Outcomes/Success	<ul style="list-style-type: none"> • Increased Attendance • Personal: Deepening and appreciation of prayer as a way of life. • Communal: Growing sense of belonging as a community of disciples, and as people praying together in worship.

Objective 1.2 To manifest the values and attitudes inherent in the ministries through efficient and committed service

Time Frame	On Going
Person(s) Responsible	Pastor, Associate Pastor, Coordinators of Ministries
Action(s)	<ul style="list-style-type: none"> • Establish programs to introduce the ministry to

	new volunteers. <ul style="list-style-type: none"> • Mentoring
Outcomes/Success	<ul style="list-style-type: none"> • Service becomes a joyful witness of self-giving to others • Stewardship becomes a way of life through the gifts of time, talent and treasure.

Objective 1.3 To encourage ministers to reach out and recruit potential members to the ministries by direct contact and media.

Time Frame	On Going
Person(s) Responsible	Pastor and Associate Pastor, Coordinators of Ministries
Action(s)	<ul style="list-style-type: none"> • Ministry members to encourage family, friends, parishioners and new comers in a variety of ways to join on special projects, such as Ministry Fairs
Outcomes/Success	<ul style="list-style-type: none"> • Presence of more ministers and volunteers who actively participate in Worship and Liturgy

Goal 2: Active, full, and conscious participation in the celebration of the Liturgy.

Objective 2.1 To provide opportunities for Catechism and Evangelization during liturgical celebrations, in the Introduction before Mass, in the Homily, in the Parish Bulletin and on our Parish website.

Time Frame	On Going
Person(s) Responsible	Pastor/Associate Pastor, Coordinator of Ministries
Action(s)	<ul style="list-style-type: none"> • Publish quarterly schedule of the Parish Liturgical events on the Master Calendar and on the Parish website.

Outcomes/Success	<ul style="list-style-type: none"> • Increased awareness of the Liturgical Schedule • Manual and handbook on Worship for Liturgical Ministers and Parishioners updated.
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Objective 2.2 To provide on-going training and faith formation on Liturgy and Prayer.

Time Frame	On Going
Person(s) Responsible	Pastor/Associate Pastor, Coordinator of Ministries
Action(s)	<ul style="list-style-type: none"> • Schedule training and faith formation events on the Master Calendar • Utilize web based training opportunities • Utilize Diocesan resources
Outcomes/Success	<ul style="list-style-type: none"> • Better understanding, greater knowledge, and deeper appreciation of the Sacraments by the Parishioners and Ministers through active participation and increased attendance.

Objective 2.3 To provide conducive space and atmosphere for a prayerful Worship and Liturgy. This includes good Sound System, Music, Art and Order, and Cleanliness in and outside the Church.

Time Frame	On Going
Person(s) Responsible	Pastor, Business Manager, Finance Committee Coordinators of the Appropriate Ministries: Environment 1 and 2, Music, Stewardship Committee
Action(s)	<ul style="list-style-type: none"> • Establish guidelines for interior and exterior environment • Establish fund raising program to finance sound system
Outcomes/Success	<ul style="list-style-type: none"> • A prayerful space conducive to better disposition and reflection. • Guidelines established.

Goal 3: From being prayerful Disciples to becoming zealous Apostles of Evangelization

Objective 3.1 To prepare and empower Staff and lay leaders through formation and training in becoming resource persons for Catechism and Evangelization.

Time Frame	On Going
Person(s) Responsible	Pastor, Associate Pastor, Resource Persons, Director of Religious Education
Action(s)	<ul style="list-style-type: none"> • Promote and expand the existing Faith Formation Program with certification in coordination with the Diocese • Empower volunteer-ministers with formation and leadership training
Outcomes/Success	<ul style="list-style-type: none"> • Increase certification for Religious Education

Objective 3.2 To create teams of Evangelizers that will inspire and animate St. Joseph Church and other parishes and Christian Communities.

Time Frame	1 – 2 years
Person(s) Responsible	Pastor, Associate Pastor, Resource Persons, Director of Religious Education
Action(s)	<ul style="list-style-type: none"> • Create teams of evangelizers comprised of certified religious educators for parishioner’s formation and leadership training
Outcomes/Success	<ul style="list-style-type: none"> • Commissioning of Lay Evangelizers

Ministry of Worship

Liturgical Committee:

Sacristans

Altar Servers

Extra Ordinary Ministers Of Holy Communion

Lectors

Commentators
Music Ministry
Master of Ceremony
Sign Language Interpreter(s)

Others:

Devotions: Marian Prayer (Oct-May), Daily Rosary, Chaplet of Divine Mercy
Taize Prayer

St. Joseph Church

Parish Pastoral Plan

Pillar for Formation

God provides the gift for the giftedness of every individual that will be necessary for the building up of a community of faith, which is the focus of growth and development of the human person. The process of recognizing, appreciating, enhancing, and putting into use of these gifts for the good of the community calls for FORMATION in which the primary Formator is God himself and the model is the Paschal Mystery as revealed to us in the self-giving of Jesus in the Eucharist.

Such formation of a community of faith is manifested in terms of a communion of life among the disciples, who are guided by the Holy Spirit, by the Word of God, by the Teaching authority of the Church, the Sacraments especially the Eucharist, and the Mission of the Church. Hopefully, through this, the faithful will be enabled to live their faith and embark in their commitments and be able to contribute to the life and evangelizing mission of the Church.

The gifts that we have identified are the following:

- Presence of volunteer-ministers
- Availability of Resource Persons
- Programs and Personnel from the Diocese of Honolulu

We have come up with these goals and objectives:

Goal 1: Increasing membership in the various ministries in the Ministry of Faith Formation and Evangelization

Objective 1: To improve recruitment campaign for ministries using various media

Time Frame	1 – 5 Years
Person(s) Responsible	Coordinators of Ministries
Action(s)	<ul style="list-style-type: none"> • Recruitment campaigns will be scheduled on the Master Calendar twice a year

	<ul style="list-style-type: none"> • Workshop for ministry coordinators on Communication • Evaluate campaign each year and make adjustments as needed
Outcomes/Success	<ul style="list-style-type: none"> • Increase number of volunteer-ministers • Use of various media by ministry coordinators

Goal 2: Providing leadership training and spiritual formation for ministries

Objective 2.1 To update the Manual for the different ministries under the Ministry of Faith Formation and Evangelization

Time Frame	1 year
Person(s) Responsible	Coordinators of Different Ministries
Action(s)	<ul style="list-style-type: none"> • Ministries review current manual and update guidelines • Submission of updated manual to PPAC and Pastor for approval • Implementation of updated guidelines upon approval • Evaluation and adjustment of guidelines at year end
Outcomes/Success	<ul style="list-style-type: none"> • Correct observance of guidelines of the manual

Objective 2.2 To be included in the Manual will be the role and terms of Office of Coordinators and ministry-volunteers and a Code of Conduct.

Time Frame	1 Year
Person(s) Responsible	Coordinators of Ministries, Pastor
Action(s)	<ul style="list-style-type: none"> • Define the roles and terms of office for coordinators in the manual

	<ul style="list-style-type: none"> • Submission of manual to PPAC and Pastor for approval
Outcomes/Success	<ul style="list-style-type: none"> • Proper adherence to the manual guidelines and Code of Conduct

Objective 2.3 To include in the Spiritual Formation of the ministries are the Catechism of the Catholic Church (CCC), the Social Teachings of the Church, and Papal Encyclicals and Apostolic Letters

Time Frame	On Going
Person(s) Responsible	Pastor, Invited Resource Persons and Director of Religious Education
Action(s)	<ul style="list-style-type: none"> • Schedule presentation of formation programs and evangelization in the form of recollection, retreats and seminars. • Periodic evaluation on the impact of programs
Outcomes/Success	<ul style="list-style-type: none"> • Increased appreciation of our faith as manifested in the Parish by Parishioner's participation and involvement.

Objective 2.4 To set a calendar of dates for training and formation sessions

Time Frame	1 – 5 Years
Person(s) Responsible	Pastor, PPAC, Directory of Religious Education and Parish Secretary
Action(s)	<ul style="list-style-type: none"> • Calendar of activities and formation sessions established and published • Evaluate and make recommendations for future sessions
Outcomes/Success	<ul style="list-style-type: none"> • Development of an annual calendar of activities for ministry of faith formation and evangelization

Objective 2.5 To include in the program of activities for the ministries occasions for team building and fellowship

Time Frame	1 – 5 Years
Person(s) Responsible	Pastor, PPAC and Parish Secretary
Action(s)	<ul style="list-style-type: none"> • Calendar of activities established and published • Evaluate and make recommendations for future sessions
Outcomes/Success	<ul style="list-style-type: none"> • Increase collaboration in ministry teams • Improve the skills of team building and fellowship between ministries

Goal 3: Assuring coordination and effective communication within and among the various ministries

Objective 3.1 To appoint an over all liaison to the Ministry of Faith Formation and Evangelization to collaborate closely with the Director of Religious Education

Time Frame	1 Year
Person(s) Responsible	Pastor, PPAC, Director of Religious Education
Action(s)	<ul style="list-style-type: none"> • PPAC member to liaison for Ministry of Faith Formation and Evangelization to work closely with the Director of Religious Education and various ministry-volunteers within the formation ministries. • Develop communication protocols for St. Joseph Parish in coordination with the administrative staff for publication and distribution of events/activities/training, etc.
Outcomes/Success	<ul style="list-style-type: none"> • Effective and systematic protocols of communication established and shared with all ministries • Calendar of activities and training for all faith

	formation and evangelization and church activities will be disseminated through various media to all parishioners and parish ministries.
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Goal 4: Provision for and improvement of facilities for the various Ministries

Objective 4.1 To have the Ministry of Faith Formation and Evangelization and all users of the facilities make recommendations to the Maintenance Committee for review and consideration for improvements of the facilities.

Time Frame	1 – 5 Years and On Going
Person(s) Responsible	Pastor, Business Manager, Maintenance Committee
Action(s)	<ul style="list-style-type: none"> • Ministries and users report any issues, safety and security concerns to persons responsible. • PPAC, maintenance committee and Business Manager work together to identify needs and make proposals to Pastor • Establish budget for proposals • Conduct periodic facility inspection in accordance with the Diocesan guidelines.
Outcomes/Success	<ul style="list-style-type: none"> • Submission of reports, proposals, recommendations and allocations for repairs and maintenance to Pastor • Priorities on the facilities maintenance schedule accomplished

Goal 5: Allocating funds for the different ministries under the Ministry of Faith Formation and Evangelization

Objective 5.1 To budget and raise funds for the various ministries under the Ministry of Faith Formation and Evangelization

Time Frame	Yearly
Person(s)	Pastor, Business Manager, Finance Committee,

Responsible	Coordinators of Ministries, Stewardship Committee
Action(s)	<ul style="list-style-type: none"> • Ministries to formulate an expense budget with goals and objectives aligning with the Four Pillars of Stewardship • Encourage different ministries to raise funds for Program needs • Ministries should set priorities and share information of activities with other ministries.
Outcomes/Success	<ul style="list-style-type: none"> • Income required is obtained by fund raising • Successful implementation of ministry programs at St. Joseph Parish

Goal # 6: Developing Catechetical Programs to meet the Spiritual and Educational Needs of the Parish and School Community. Please see Attachment # 3.

Goal # 7: Involving the Youth and Young Adults in the life and mission of the Parish in their personal search and discovery of Jesus Christ.

Objective: 7.1 To involve the Youth and Young Adults in the life and mission of the parish through empowerment, responsible participation and through fostering the total personal and spiritual growth of each young person.

Time Frame	On - Going 1-5 years
Person(s) Responsible	Pastor, Associate Pastor, Director of Religious Education, YTH/YA Minister, Coordinators of different ministries, parents and families, etc.
Action(s)	<ul style="list-style-type: none"> • Identifying the characteristics of a “youth friendly” parish through the Center for Ministry Development and Diocese of Honolulu Office for Youth and Young Adult Ministry • Identifying the existing Youth and Young Adult programs that contribute towards the parish mission and strengthen them. • Recruit and train volunteers to participate in the

	core teams who minister to the young people
Outcomes/Success	<ul style="list-style-type: none"> • Parish will have increased young people participating in various parish ministries • Young people will have greater sense of ownership in their faith, parish and wider community.

Goal # 8: Proclaiming the Message of Jesus through Education, Worship and Service in the Catholic Tradition. Please see Attachment # 2 for St. Joseph Strategic Plan for 2015-2020.

Ministry of Faith Formation and Evangelization

1. Liturgy Committee
2. Religious Education Program *

Youth and Young Adults
 St. Joseph School *
 Bible Study Group
 RCIA
 Baptism Ministry
 Engaged Encounter
 Marriage Encounter
 Small Christian Community
 Respect Life
 Secular Franciscans
 Aggregation of the Blessed Sacrament

- See Program attachments.

St. Joseph Church

Parish Pastoral Plan

Pillar for Service

The Eucharist calls us to move from the altar of the Church to the altar of the world, from worship to service. After having received from God the welcome and the nourishment we need as individuals and as a community we now translate it into loving service to others.

To take the Eucharist seriously is to begin to wash the feet of others the way Christ did, especially the feet of the poor and marginalized. The Eucharist is an invitation to serve. It is also a grace that empowers us to service. What it invites us to do is to transform the competition that the world thrives in into a world of compassion. In so doing SERVICE becomes a pursuit of human dignity for each and every one of God's children.

Such can only be a true act of service if it springs not from a sense of obligation but as a response to the love that we ourselves have experienced from Jesus Christ. When we have this attitude the mission to serve becomes not about us "feeling good about ourselves" but a genuine desire for the well-being of others and to empower them to uphold the God-given dignity that each of us is graced with. As a consequence we begin to understand that the focus is not on our own compassion but rather on the mission of the compassion of Christ and of his Church.

The gifts we have identified are the following:

- Existing structures and programs under Social Ministry:
 1. Food Pantry
 2. Hot Meal
 3. Make a Difference
 4. Outreach Program
 5. Social Services
 6. Bereavement Ministry
 7. Angel Connection
 8. Peanut Butter Ministry

- 9. Elderly Ministry
- 10. Homeless Ministry
- 11. Cultural Groups
- 12. Young Men’s Institute
- 13. Knights of Columbus

- Administrative Staff
- Marriage Preparation and Annulments
- Special Needs
- Network with Community
- Prison Ministry
- Interfaith Community in Action
- Networking ties with Government, Non-government organizations, and other churches for programs on Justice and Social Services for the needy.
- Presence of volunteers and parishioners who give their time, talent and resources.

Goal 1: Responding to the call of Evangelization by centering the Ministry of Justice and Solidarity with the Poor on the Person and Teaching of Christ, “who came not to be served but to serve”.

Objective 1.1 To include in the program and activities a way to introduce the Person and the Teachings of Christ

Time Frame	On Going - 1 - 5 years
Person(s) Responsible	Social Ministry Coordinator and other Ministries, Pastor and Associate Pastor, Director of Religious Education
Action(s)	<ul style="list-style-type: none"> • Continued involvement with agencies and individuals in the community • Distribution of prayer and religious materials, Education on the Catholic Social Teachings • Continue Social Service Programs implemented all year

Outcomes/Success	<ul style="list-style-type: none"> • Increased attendance and presence of those who avail church social services • Parishioners and non-parishioners are able to avail of the services of St. Joseph Church: • Hot meal 4x a year • Food Pantry twice a month • Other programs dependent on available funds and resources • Spiritual services such as counseling, spiritual direction, and confession
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Objective 1.2 To invite parishioners and non-parishioners to join in the programs and activities of the Ministry of Justice and Solidarity with the Poor

Time Frame	On Going
Person(s) Responsible	Pastor, PPAC, Social Ministry Coordinator
Action(s)	<ul style="list-style-type: none"> • Announce to the parish the scheduled programs by the various media • Providing orientation to volunteers
Outcomes/Success	<ul style="list-style-type: none"> • Increase the number and participation of volunteers in these ministries • Increase the awareness of social justice

Objective 1.3 To implement the Diocesan Programs for the respect and protection of the sanctity of Human Life, Marriage and Family, Ecology, Migrants... etc.

Time Frame	On Going 1 – 5 years
Person(s)	Pastor, PPAC, Respect Life Committee, Social Ministry

Responsible	Coordinator
Action(s)	<ul style="list-style-type: none"> • Awareness through dissemination of brochures, seminars and prayer intentions.
Outcomes/Success	<ul style="list-style-type: none"> • Increased attendance at seminars, events and prayer sessions. • Greater appreciation and support for the church's position on different issues. Example: March for Life and Church sponsored prayer rallies and advocacy

Goal 2: Helping educate those involved in this ministry with the assistance and expertise from the Office of Social Ministry of the Diocese in order to better respond to the needs of the people we serve.

Objective 2.1 To create programs for volunteers and parishioners that will help them carry out this ministry.

Time Frame	1 – 5 years
Person(s) Responsible	Pastor in coordination with Office of Social Ministry of the Diocese, Parish Social Ministry Coordinator
Action(s)	<ul style="list-style-type: none"> • Invite resource persons to educate volunteers. • Request videos and training materials for on-going formation.
Outcomes/Success	<ul style="list-style-type: none"> • Increased number of educated and informed volunteers to respond to the needs of the parishioners and others in the community. • Trained volunteers for specific ministries • Available training programs for volunteers

Goal 3: Promoting the restoration of human dignity and giving a sense of hope to individuals and families that we serve.

Objective 3.1 To involve volunteers and parishioners through the Diocesan Programs for Social Ministry in motivating them to become active participants through volunteerism and spiritual support for these ministries.

Time Frame	On Going 1 – 5 years
Person(s) Responsible	Pastor, PPAC, Social Ministry Coordinator
Action(s)	<ul style="list-style-type: none"> • Utilizing and implementing the Diocesan programs regarding social issues for the Parish and School community. • Involve Parish and School community in the scheduled program activities.
Outcomes/Success	<ul style="list-style-type: none"> • Increased parishioners involved in parish activities and projects. • Supporting the work of social ministry by referring people to different agencies. Example: HOPE Services and Office of the Social Ministry of the Diocese of Honolulu.

Goal 4: Encouraging commitment of Parishioners to increase financial contributions to St. Joseph Church to support the goals of the Parish Pastoral Plan for 2015-2020.

Objective: 4.1 To create a committee on Development that would be responsible for the fund raising projects of St. Joseph Church

Time Frame	1 – 5 years
Person(s) Responsible	Pastor, PPAC, Ministry Coordinators, Development Coordinator, Finance Committee, Stewardship Committee and Business Manager
Action(s)	<ul style="list-style-type: none"> • Periodic financial report of St. Joseph Parish budget

	<p>and finance</p> <ul style="list-style-type: none"> • Form a Development Committee • Select a coordinator of development to coordinate fund raising campaign and work with donors, supporters and parishioners
Outcomes/Success	<ul style="list-style-type: none"> • Increase of funds to support the goals of the Parish Pastoral Plan 2015-2020. • Parish projects are funded and implemented. • Increase the number of registered parishioners to pledge financial support

Attachments:

1 - Parish Pastoral Advisory Council Bylaws

2 - St. Joseph School Strategic Plan

3 - St. Joseph Religious Education Program

4 - St. Joseph Church Final Report – List of Priorities
2014-2015

5 - St. Joseph Church Pastoral Evaluation 2014

Attachment # 1

THE HILO ROMAN CATHOLIC COMMUNITY OF ST. JOSEPH CHURCH PARISH PASTORAL ADVISORY COUNCIL BYLAWS

Revised August 15, 2015

PREFACE

Canon 536 #1: After the diocesan bishop has listened to the presbyteral council and if he judges it opportune, a pastoral council is established in each parish, the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity.

Canon 536 #2: This pastoral council possesses a consultative vote only and is governed by norms determined by the diocesan bishop.

ARTICLE I. NAME

This organization shall be known as the Parish Pastoral Advisory Council of the Hilo Roman Catholic Community of St. Joseph, herein referred to as PPAC.

ARTICLE II. OBJECTIVES

The Pastor is responsible for seeing that the activities listed below are carried out in his parish. The primary objectives of the PPAC will be to fulfill our parish mission statement through collaboration with the pastor on the pastoral plan by:

1. Announcing the Word of God in its entirety to those living in the parish.
2. Instructing lay Christian faithful in the truths of the faith through the homily and through catechetical formation.

3. Fostering works by which the spirit of the Gospel, including issues involving social justice, is promoted.
4. Taking special care for the Catholic education of children and of young adults.
5. Bringing the Gospel message to those who have ceased practicing their religion.
6. Seeing to it that the Most Holy Eucharist is the center of the parish assembly of the faithful.
7. Nourishing the Christian faithful through a devout celebration of the sacrament.
8. Bringing the Christian faithful to the practice of family prayer.
9. Bringing the Christian faithful to knowing and active participation in the sacred liturgy.
10. Striving to know the people of the parish by visiting them and sharing their cares, worries, and especially their gifts.
11. Helping the sick, especially those close to death.
12. Making a special effort to seek out the poor, the afflicted, the lonely, those exiled from their own land, and those weighed down with special difficulties.
13. Fostering growth between spouses.
14. Supporting Christian life with the family.
15. Promoting the unity and communion, which exists between the parish and both the diocese and the universal Church.
16. Promoting the welfare of St. Joseph School and working collaboratively with the school Principal to ensure that Catholic education realizes its purpose.

17. Providing continuity and administrative stability in our parish structure.

ARTICLE III: MEMBERS

1. Any parishioner who is eighteen (18) years of age or older, has received the sacrament of Confirmation and is registered at St. Joseph Parish is eligible for membership.
2. The Council shall have seven (7) members.
3. A ministry head or designate from the following: Worship, Religious Education, Social Ministry, Youth/Young Adult, Administration, School and the Administrator of Church and Grounds, will be ex-officio members with a passive voice.
4. All appointed members will serve a term of three (3) years and be limited to no more than two (2) consecutive terms.
5. All terms of office will coincide with the fiscal year of the parish, July 1st to June 30th.
6. Prospective members will be required to attend an orientation session, and if willing and/or called to serve, sign a statement of commitment pledging their time, talent and prayer before they are eligible for selection.
7. Absence of a member for four (4) consecutive meetings, without notification to another member or the Rectory office, constitutes an automatic suspension.
8. Vacancies as a result of resignation or absences shall be filled within sixty (60) days from a list of eligible candidates who were nominated and completed orientation during the initial process.

ARTICLE IV: OFFICERS

1. There shall be a Chair, Vice Chair and Recorder, and Assistant Recorder.
2. Officers shall be selected by consensus from those willing to serve in each position.

ARTICLE V: DUTIES OF THE OFFICE

1. The Chair shall preside at all meetings of the PPAC and act as its official representative.
2. In the absence of the Chair, the Vice Chair will take the Chair's place.
3. The Recorder is responsible for keeping the minutes of the council meetings as well as any of the correspondence assigned by the Chair.

ARTICLE VI: MEETINGS

1. The PPAC shall meet monthly. The Chair will meet with the Pastor to set the agenda.
2. Special meetings may be called by the Chair, the Vice Chair or Pastor. At least a five (5) day notice must be given to all members.
3. All meetings will consist of at least five (5) members in attendance.
4. All meetings shall be open to all members of the Hilo Roman Catholic Community of St. Joseph Church. Attendance may also be open to any others invited by the PPAC. To address the PPAC an individual must submit to the Chair and the Pastor a written request five (5) days before a scheduled meeting.
5. When needed, meetings will be facilitated by an experienced facilitator who is not a member of the PPAC.

6. The agenda shall be prepared by the Chair and the Pastor prior to the next scheduled meeting. The agenda may be amended by consensus at the beginning of a meeting.

ARTICLE VII: AD HOC COMMITTEES

1. Ad Hoc committees may be appointed by the PPAC to address any specific issues of function established by the Parish.
2. Membership on Ad Hoc committees shall be open to any member of the Parish community who wishes to serve for a minimum of one (1) year and/or the life of the Ad Hoc committee. Members will be appointed by PPAC. The members will then select their own Chairperson.
3. Budgets will be provided by the Ad Hoc committee as allowed by the Parish budget.
4. Functions of an Ad Hoc committee are as follows:
 - a. Research and report to PPAC information on the specific issue.
 - b. Plan and oversee a specific function as decreed by the PPAC.
 - c. Coordinate and network with other committees regarding their function/purpose.
 - d. Disseminate information to the Parish through the proper channels with PPAC approval.
 - e. All issues before Ad Hoc committees shall be decided by consensus of the committee members.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the PPAC with concurrence of the Pastor.

These bylaws will be reviewed at least every five (5) years and revised as necessary.

ARTICLE IX: EFFECTIVE DATE

These bylaws shall take effect from and after the date of its approval by the PPAC and the Pastor of St. Joseph Church.

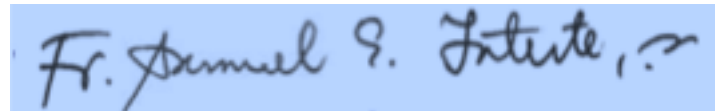
2015 Bylaw Revision

At a meeting of the Parish Pastoral Advisory Council (PPAC) on August 15, 2015, the members of the Council amended by consensus the bylaws, as revised on May 11, 2010. The amendments were handled in accordance with Article VIII of the revised bylaws.



Margaret Lucas, Chair PPAC

Approval and concurrence:



(Rev.) Samuel E. Loterte, SSS
Pastor
St. Joseph Church

Attachment # 2

**ST. JOSEPH SCHOOL
999/1000 ULULANI ST.
HILO, HAWAII 96720
Phone: 808-935-4935/4936/ Fax: 808-969-9019**

January 30, 2015

ST. JOSEPH SCHOOL 2012-2018 REVISED STRATEGIC/ ACTION PLAN

On March 21, 2012, the Visiting Accreditation Committee completed a Triple Crown Accreditation for St. Joseph School. St. Joseph PS-12 was reaccredited with a new 6-year term by the Western Catholic Educational Association, the Western Association of Schools and Colleges, and the Hawaii Association of Independent Schools. On September 29, 2012, the first revision of the St. Joseph School Strategic/Action Plan outlined the initial steps to address the recommendations of the Visiting Accreditation Committee. Since then, significant and positive improvements have occurred, and St. Joseph School is thriving in many areas under new leadership.

The Report of the Visiting Committee included seventeen (17) major commendations and nine (9) recommendations – six (6) of which expressly stated that St. Joseph School should continue to do what was already being implemented into the school program.

Below are the three (3) recommendations that did not include the word “continue,” and thus have been singled out for revision in the 2012-2017 SJS STRATEGIC/ ACTION PLAN. It is only fair to note that #2 – faculty and staff salaries, was a step in the sixth goal in the 2012-2017 SJS STRATEGIC/ ACTION PLAN; and #3 – the integration of technology, was a step in the fourth goal in the 2012-2017 SJS STRATEGIC/ ACTION PLAN.

1. That the Administration, Faculty, and Staff communicate with each other in support of a common vision for growth that is needed to move the school forward. (*Interview with Faculty; Interview with Principal*). **(See GOAL #6 below.)**
2. That the Administration and Advisory Board give priority attention to faculty and staff salaries/compensation that are fair, just, and competitive with the Diocesan salary scale. (*Interview with the Faculty; Observations*). **(See GOAL #5 below.)**
3. That the Administration and Advisory Board place specific emphasis on the integration of technology throughout the school, as identified in the School’s 2012-2017 Strategic Plan **(See GOAL #4 below)** to enhance learning for all students. (*Classroom Observations; Interviews*)

2012-2017 SJS STRATEGIC/ ACTION PLAN:

- 1. Increased Enrollment: 4% per year or 20% increase over five (2017) years-**
 As of January 2015, the enrollment has increased over 10 percent from the prior year (from 266 students to 294 students).
- 2. Aggressive Development-**
 Under new leadership, development strategies are now planned and implemented by an ad hoc committee called the Strategic Enrollment Management Group which specifically exist to increase exposure of St. Joseph School in the local, state, national, and international markets. St. Joseph will continue to move forward in a timely fashion to meet the specific step and timeline set forth in this plan.
- 3. Ongoing Curriculum Evaluation-**
 St. Joseph has already made significant strides into each of these steps by:

 - Adding a Robotics Club to BOTH the High School and Elementary School, scheduling a Challenger Space Field Trip (Honolulu) for the seventh & eight grades during the fall semesters
 - Hiring a full-time ESL teacher
 - Strengthening the College Placement Program by
 - (1) Incorporating the 9-12th grade software program, NAVIANCE, into our high school curriculum, and
 - (2) Creating a daily 7-12th grade Homeroom Advisory Period to a) schedule assemblies; b) administer NAVIANCE; c) establish school & class community; and 4) reinforce academics (Silent Sustained Reading, etc.)
 - College visits and guest speakers have been increased by 30%.
 - Implementing After-School Program language arts/math tutorial in the elementary school and the high school.
- 4. Technology Resources and Professional Development-**
 The St. Joseph School website is fully operational and has been the primary internet hub for the school for the last two years. The High School Librarian currently administers the website with support from the IT Coordinator. In the fall semester of 2014, St. Joseph School adopted a new school management software program called Sycamore. Sycamore is the primary mode of communicating with parents about grades, student conduct, homework and lesson plans, and other classroom matters. Sycamore is also the official online gateway for human resources. St. Joseph School is also one of only two schools in the State of Hawaii which offers an Advanced Placement (AP) course in Computer Science offered for the first time in the fall semester of 2014.

5. Financial stability-

St. Joseph School currently utilizes a variety of fundraising activities and events with specific fundraising goals. Primary events include the St. Joseph Country Fair, the Annual Appeal, the Cardinal Classic, the Cardinal Ball, and the Alumni Luau. Since the initial accreditation visit in 2012, the school has also secured the largest scholarship endowment of any Catholic School in the State of Hawaii through the Hochuli Scholarship administered through the Augustine Foundation specifically for residents of Hilo. Furthermore, the school has reached the enrollment cap for international students who pay additional fees and tuition to attend St. Joseph School. The school also has two experienced volunteer grant writers who have incorporated an aggressive approach to obtaining grants for capital improvements, professional development, curriculum enrichment, and tuition assistance. The School is continuing its request for the President/ Pastor to obtain the support of the surrounding parishes.

6. Faculty & Staff Support-

Since the fall of 2014, St. Joseph School faculty and staff salaries that are consistent at 20 percent below the Diocesan salary scale. The school seeks parity with its public school counterparts to reach salaries that are fair, just, and competitive with the Diocesan salary scale.

That the Administration, Faculty, and Staff communicate with each other in support of a common vision for growth that is needed to move the school forward. (*Interview with Faculty; Interview with Principal*).

The Administration, Faculty, and Staff continues to meet weekly in various general and division meetings. In addition, the Administration maintains an open door policy with regards to concerns, questions, or communications from the faculty and staff.

The faculty & staff, students, and parents were recently surveyed to give their anonymous input to identify things that are working at St. Joseph School as well as things which require improvement. Analyzing and implementing their responses should lead to better and more effective ways to advance St. Joseph School. The Administration's intent is to incorporate these recommendations into the school culture and daily operations of the school for the overall well-being of everyone in the school community at St. Joseph School. By enhancing the school culture, we hope to also increase enrollment.

XII. SUMMARY OF THE SELF-STUDY FINDINGS; SCHOOL ACTION PLAN

SJS STRATEGIC PLAN ACTIONS 2015-2020

Hawaii Catholic Schools "System for Success": Catholic Identity, Academic Excellence, Leadership, & Effective & Efficient Organizational Structures

1. Increased Enrollment: 4% increase per year or 20% increase over five year (2020)					
Rationale for Identifying this Area: Increased enrollment will take SJS from the status of a surviving school to a thriving school.					
Adherence to ESLRs and 21st Century Skills: ESLRs and the 21 st Century Learning Skills will support increased enrollment by building character and academic success into the St. Joseph School student.					
Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Report
Create and execute a student retention strategy	2015 and ongoing	All personnel including: Faculty & Staff School families School Board Administration	- Ongoing communications - Objection handling - Financial aid - Special events	Increased enrollment Increase number of "Lifers"	Enrollment contracts Celebrating "Lifers"
Increase tuition assistance and scholarship programs	2015 and ongoing	- Augustine Foundation - Principal & Pastor - Development Consultant - Business Office Mgr	- Alumni - Grant Writer - Fundraisers - Business Community - Vicariate Parishes - School Board	Annual Budget	Monthly, Quarterly, & annual financial statements
Expand scope of distance admissions	2015 = 12 students 2013 = 20 students 2014 = 33 students 2015 = 35 Total= 100	- Distance Admissions Director - Principal - School Community - Local Business People	- Foreign Student Agents - Operating Budget - SJS Personnel - Grants - Attractive Hawaiian culture & location	Increased international student attendance at St. Joseph School	Quarterly reports to School Board, Pastor, Principal, Faculty, PTG and website
Expand home stay program	2015 and ongoing	- Distance Admissions Director - Principal & Pastor - Community families	In 2015 = housing available for 26 students In 2017 = dormitory for 40 students	Students successfully placed	Quarterly reports to School Board, Pastor, Principal, Faculty, PTG and website
Continue campus renovation	2015 - 2020	- Principal & Pastor - Board - Business Office Mgr - Diocese - Distance Admission Director	- Grants - Private Donations - Land - Old Convent Building	Curb Appeal, Self-Esteem & Safety, Gym Renovations, A 40-bed student dormitory.	Newspaper, Cardine newsletters, & Passers-by. School families and Friends, students.

2. Aggressive Development

Rationale for Identifying this Area: Aggressive development and advancing of the School will underwrite a thriving school.

Adherence to ESLRs and 21st Century Skills: An aggressive development and advancement department will promote in the students: excellence, spirituality, local and global connectedness, respect and responsibility, school spirit, and 21st century skills.

Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Reporting
Establish a fully functioning Department: Marketing Director, Alumni/ Fundraising Director, Distance Admissions Director (part-time), Grant Writer, Administrative Assistant.	2015 and ongoing	- Principal - School Board - Development Personnel	- Grant Writer - Volunteers - Part-time Consultant	Establishment of: - Alumni Relations Dir./ Planned-Giving - Major Donors - Grant Writer - Administrative Assistant - Enrollment/ Publicity Dir. - Fundraising Coordinator	Board, faculty, & meetings, website, financial statements, databases, communication to the various publics
Strengthen alumni relations & support	2015 and ongoing	- Pastor & Principal - Development Consultant - Development Volunteers	- Alumni and Friends	- Expanded database - Contributions/Donations - Alumni Mentoring - Board of Directors engagement	Annual statements and reports, newsletters, fundraising, participation in events
Create a SJS brand and Market for Enrollment	2015 and ongoing	-Marketing Team (SEMC) - Faculty & Staff - Students - PTG - Pastor & Principal - Board - Alumni - Distance Adm Director -Front Office Personnel	- Marketing Team (SEMC) - PTG - Principal - Board - Alumni - Tuition Discounts - Vicariate Parishes - SJS Reputation -Safe environment -UH Hilo & Astronomy Community -Alumni and Friends	- Stabilized Enrollment - Greater positive feedback from the community -Increased Enrollment	Board reports, school newsletters, and media stories. Website, Sycamore, o Houses, radio, TV, Fundraising events, Newspapers.
Create a St. Joseph School Foundation to transition the school's fundraising capacities into an independent model of development, advancement, alumni engagement, and endowment building for the future.	2013 and ongoing	-Pastor & Principal -Development Dept. Personnel	-Alumni and Friends	- Successful seminars - Attendance and planned-giving donations -Increased tuition assistance - Capital improvements -School endowment and planned giving	Annual statements and reports

3. Ongoing Curriculum Evaluation

Rationale for Identifying this Area: Continuing to expand St. Joseph School's 145-year history of academic excellence in the Catholic tradition.

Adherence to ESLRs and 21st Century Skills: Ongoing curriculum evaluation will develop a life-long, responsible learner who respects and develops skills and character of excellence for the 21st Century in the global marketplace.

Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Reportir
Increase STEM & technology in 21 st century project-based learning	2015 and ongoing	- Administration - Teachers - Students - Parents as resources	- IT Coordinator - Computer Department - SOTF Team - Community outreach - Math & science community	Wikis, electronic profile, student digital work, word processing, database, graphic art, power point, video presentations, etc.	Assessment of student work
Strengthen the ESL program	2015 and ongoing	- Principal - ESL Teachers	- ESL Teachers - Operating Budget - On-line Programs - Professional development	Specialized programs and schedules	Improvement of foreign student work and ESL assessments
Strengthen the College Placement Program to include a 3/4-time counselor for 9-12 grade students.	2013 and ongoing	-Principal -College Placement Counselor - Teachers - School Board	- Budget - Community resources	- College placements	- College placements
Outreach to colleges, universities and mentors through the arts & sciences	2015 and ongoing	- Principal - Administration & Faculty - College Placement Counselor	- UH Hilo - Hawaii Community College - Astronomy Community - Medical Community - Science Community	Class projects, guest speakers, science fair, robotics, liaison programs	Website, wikis, news releases, PTG meetir faculty meetings, formal partnerships
Continue recruitment & training of faculty	2014 and ongoing	- Principal - SOTF Lead Team	- An increase in faculty Compensation -Grants for professional development & teacher collaboration	Stable, satisfied, and highly qualified faculty and staff.	Parents, students, enrollment numbers, board members.
Endorse and sponsor leadership training programs to improve the performance and quality of leaders in the School, Church, and globally	2013 and ongoing	- Principal - Faculty	-Community & business Leaders -Alumni	Increased leadership skill set	Improved student Engagement & Involvement Communications Community achievements

4. Technology Resources & Professional Development

Rationale for Identifying this Area: To enhance and strengthen the technology program and promote 21st Century Skills in a digital marketplace.

Adherence to ESLRs and 21st Century Skills: Utilization of technology affords students the opportunity to explore, expand and excel in all curricular areas.

Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Reportir
Create a new and updated website	2015	-Webmaster -Principal -IT Coordinator	-Grant Funding -Personnel	Increased enrollment and Communication through Website marketing	Online website Communication feedback
Hire a ¾ time on-site IT & website administrator to assist all three schools in technology maintenance and website administration	2013 and ongoing	- Principal - Board Finance Com. - Finance Manager	- Allocation of Funds - SOTF Team - Volunteers (Time and Talent)	- Budget Allocations - Employment Agreement	- Work Performance
Continue to update and maintain technology resources	2015-2013 and ongoing	- Principal - Computer Dept. Chair	- Computer Department - SOTF Team - IT Consultant - Grants and Donations - Community	- Properly maintained classroom, technology rooms and equipment - Maximizing accessibility	- Checks and balance for inventory and operations in place
Provide more technology professional development for faculty and staff	2015 and ongoing	-Principal -Computer Dept. Chr -Technology Coordinator	- Computer Department - SOTF Team - IT Consultant - Grants and Donations - Community	-Student learning	- Student assessments
Strengthen and assess 21 st century learning through technology, e-books, and project-based/inquiry learning.	2015 and ongoing	-Principal -Tech Coordinator -Faculty -Computer Dept.	-Pursuit of grant money -Personnel -Student Input	-Installation and use of Promethean interactive Smart boards Enhanced learning of Content material and 21 st century skills. The ease of learning	-Student Performanc -Board updates

5. Financial Stability					
Rationale for Identifying this Area: Developing a sustainable and thriving school to emphasize St. Joseph School's mission.					
Adherence to ESLRs and 21st Century Skills: ESLRs and 21 st Century Learning Skills cannot be addressed without adequate financial stability.					
Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Report
Create a St. Joseph School Foundation to transition the fundraising capacities of the school into an independent model of development, advancement, alumni engagement, and endowment-building for the future.	2013 and ongoing	Pastor & Principal Board Diocese	Board Alumni Development Dept.	School endowment of \$500,000.00 by 2015. (School has a million Dollar endowment through The Hochuli Fund in 2014)	Monthly bank statements
Support by the East Vicariate Parishes	2015 and ongoing	- Pastor & Principal - Other Pastors	- Pastors - Congregations - Time, Talent and Treasures - Diocesan support	- Time, Talent and Treasure accomplishments	- Inventories and statements
Procure a sufficient budget to maintain academic resources to include becoming East Hawaii's only boarding school in 2017	2013 and ongoing	- Pastor - Principal - Business Office Mgr. - School Board - Parish Finance Council	- Enrollment - Alumni and Friends - Major donors and planned giving - Grants - Faculty and Staff - Outreach Community	- Adequate budget that meets the present and future needs of the school	Financial statements
Maintain capital improvement and maintenance to support student needs and safety	2015 and ongoing	- Pastor - Principal - Business Office Mgr. - School Board - Parish Finance Council - Maintenance Supervisor	- Enrollment - Alumni and Friends - Major donors and planned giving - Grants - Faculty and Staff - Outreach Community	- Campus improvements - Student and safety needs are supported and met.	- Inventory
Pay off outstanding \$285,000.00 loan to the Diocese	2015 and ongoing	- Pastor & Principal - Board - Business Office Mgr.	- School Budget	- Free of debt	- Monthly bank statements

6. Faculty & Staff Support					
Rationale for Identifying this Area: Meeting the evolving needs of a diverse student body is a top priority of Catholic education.					
Adherence to ESLRs and 21st Century Skills: All ESLRs and 21st Century Skills would be addressed because of the focus on support services in the improvement of student learning.					
Specific Steps	Timeline	Lead Persons (s)	Resources (Human, Money, Time, Facilities)	Evidence	Means of Report
Increase teacher preparation periods and professional development	2013 and ongoing	- Principal - Faculty and Staff - SOTF Coordinators	- SOTF Team - Grant Funds - Allocated In-Service Days - Community	Improvement of student learning	Teacher self-evaluation student learning, team recording Testimonials
Provide increased funding for substitute teachers and aides	2013 and ongoing	- Pastor & Principal - Business Office Mgr. - School Board - Parish Finance Council	- Tuition - Grant Funds - Donations	Substitute teachers and aides	Financial statements
Increase faculty and staff compensation to meet Diocesan standards	2013 and ongoing	- Pastor & Principal - Business Office Mgr. - School Board - Parish Finance Council	- Tuition - Grant Funds - Donations	Compensation to meet Diocesan standards	Financial statements
Increase religious leaders presence on campus to morally and spiritually support and enhance Catholic Identity @ St. Joseph School and for student and family evangelization	2015 and ongoing	- All religious leaders in the 2 vicariate (Priests and Deacons) - Principal	- Priests and Deacons on Campus interacting with Students. - Family involvement - Special events	- Presence on campus - Engagement with students, faculty and staff	Testimonials

Attachment # 3

Religious Education

Submitted by Chrislyn Villena, Director of Religious Education

Religious Education Ministries (including RCIA, Infant Baptism and Sacramental Preparation)

Mission Statement

As we journey with the families of St. Joseph Church, it is the mission of the Religious Education ministries to support and assist parents in the formation of their children in their Catholic faith. We foster their own spirituality by providing them with the necessary tools and opportunities to deepen their faith through prayer, Christian Witness and the Catechism of the Catholic Church. We strive to bring to each participant the doctrines of our faith in its fullness, as both knowledge to be learned and a life to be lived. The sacraments and building of the community are key building blocks to achieving our mission statement.

What is Youth and Young Ministry?

*“The Vision of Youth and Young Adult Ministry is captured the dynamics of ministry with adolescents through the story of the disciples on the road to Emmaus (see Lk 24:13–35). This story became a guiding image for ministry with its **emphasis on the relationship between young disciples and their Lord, a relationship characterized by presence, listening, faith sharing, and celebration.** The Emmaus story will continue to guide the Church's ministry with adolescents, but a new*

image is emerging—the image of young people with a mission.”

<http://www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm#image>

Our parish Youth and Young Adult Ministry has been in existence since 1996 when the US Conference of Catholic Bishops first recognized this population within the Catholic Church and St. Joseph Church responded immediately by hiring a part-time youth minister. The parish has been trying to respond to them as valued members of the Church as well as trying to understand their needs, their gifts and areas in which they may cultivate good stewards. Unfortunately, as the world, culture and development of these adolescents are constantly changing; our parish cannot keep up or respond to the changes as effectively as they would want. Other factors prevent the Church and the adolescents from meeting in dialogue. The young people of today express their faith and nurture their relationship with God through Jesus, differently than young people of the past.

The vision for our parish Youth and Young Adult Ministry is to have all young people sharing their faith through prayer, holy examples and leadership both within their families, our parish and the wider community. The young people define **prayer** as “to know God at his very intimate core using various methods and to share with him their deepest self that they protect from the world”. The young people desire to have and be **holy examples**. This is defined by them as “to model Christ’s love, life and mission through their gifts”. Finally, **leadership** is very important to young people. They need to know that they are valued as their own identities are being

developed. They don't want adults bossing them around telling them what they need or should be doing. Young people not only want but need those in leadership to accompany them on their journey and to empower them to discover their own leadership skills and styles as well. The young people also strive within ministry "to identify and foster leaders by the inspiration of the Holy Spirit". These core values are introduced and nurtured within the ministry to the youth and young adults.

To achieve such a vision, the youth and young adults follow and live by their mission statement; "**Maintaining the faith, through evangelization and Christ centered relationships**". This statement leads young people closer to God through Jesus Christ in the sacraments and in the Church. This will also foster their spirituality in their own personal exploration for Christ through three goals: **1) Empowerment- to empower the young people to live as disciples of Jesus in our world today; 2) Participation- to draw young people to responsible participation in the life, mission and work of the Catholic faith community; and 3) Growth-to foster the total personal and spiritual growth of each young person. (Renewing the Vision, 1996).**

Attachment # 4

ST. JOSEPH CHURCH
BISHOP'S INFORMATIONAL SURVEY
FINAL REPORT-LIST OF PRIORITIES
2014-2015

Introduction

In December 2009, St. Joseph Church completed the parish self-survey requested by Bishop Larry Silva, Diocese of Honolulu, in preparation for his episcopal visitation in January 2010. Based on the results of that survey, Pastor Samuel Loterte and the Parish Pastoral Advisory Council (PPAC), at the time, concluded and comprised a list of priorities and goals for St. Joseph Parish. (See Appendix A)

Year	Families	Members
2010	3,500 (approx.)	6,500 (approx.)
2015	2,500 (approx.)	5,400 (approx.)

Some of the concerns made by parishioners in the 2010 visitation helped to create the list priorities for the parish during that time period. Some categories that were created from the comments are St. Joseph Catholic School; Faith Formation; Social Outreach; Clergy Concerns; Communication Improvements; Recruitment Ideas; and Facilities (more details may be found in Appendix B).

In October of 2014, the current Parish Pastoral Advisory Council presented a questionnaire to the members of St. Joseph Parish on two separate weekends during the five mass times; Saturday 5:00 pm, Sunday 7:00 am, 9:00 am, 11:45 am and 6:00 pm. A total of 373 completed questionnaires were returned to the chairperson of the PPAC.

Design of the Survey

The questionnaire was designed to identify the current priorities of the parishioners, rank certain statements on particular areas that St. Joseph Parish is "Doing Very Well"; "Doing Well"; "SO-SO"; or "Doing-Poorly" and to see the common interests amongst the different age groups.

Sample of the Questionnaire 2014

Table: 2

RANKING & WEIGHT	Doing Very Well (4)	Doing Well (3)	So-So (2)	Doing Poorly (1)	Don't Know (-)
Survey Statements:					
1) We strive to build a vibrant faith community at SJC.					
2) St. Joseph Parish helps me (and my family) grow in faith and deepen my relationship with Jesus.					
3) St. Joseph Parish encourages parishioners to pray for and with each other; and to go forth from Mass to live and share their faith.					
4) Our parish provides opportunities for (RCIA, CCD, Bible study, Social Ministries and small group fellowship) for the development					
5) St. Joseph Parish is committed to the Catholic School Education. Parishioners are encouraged to be involved in the life of St. Joseph School and vice versa.					
6) Parishioners of all backgrounds are encouraged to share their talents and skills in response to the needs of the community and to the mission of the Church.					
7) Our pastor works collaboratively with pastoral leaders, pastoral council members, finance committee and lay ministry leaders					

major area that this population would like to see improved would be in "Liturgy" meaning they strongly expressed that the homilies or commonly mentioned "sermons" were not relatable to real life, that they only repeated what was read during the readings of the scripture and the gospel. Finally, they want to connect spiritually, mentally and emotionally with the Word of God and that the clergy is more adequately use every day examples that related to the current audience instead far-fetched concepts or over intelligent theologies. They want to discover and experience the presence of God at the mass and not be lectured or scolded.

The next test group is from the 20+ aged parishioners. These individuals total of completed surveys were amongst the lowest, with a total of 38 surveys returned. They strongly liked "Liturgy" most particularly the music and especially the song selections from the different choirs. This group of participants connects well to the mass through the prayers and the music. Most importantly, this population enjoys the friendly, welcoming atmosphere and the hospitable people as well as the convenient mass times. One of their huge gripes is in the "Liturgy" and that the homilies do not help them connect to their faith. It gives them a sense of confusion and no comfort when attending mass. They feel that there could be more activities for them as families but find that their worship is more of a priority than the fellowship within the parish.

Finally, the last test group which ranked in absolute lowest in the total number of completed surveys are the 13+ (teenagers) with a total for 25 participants. This group likes the "Liturgy" more specifically they like the music and the young choir. They like seeing their peers serving in the mass in various liturgical ministries. However, this is also the same category that they feel needs strengthening. They do not understand the messages or themes from the homilies. They feel devalued because the clergy speaks so intelligently that it is over their understanding and feel that their time spent in mass is wasted. This group wants to be personally invited by trusted leaders to be involved in ministries but is too ashamed to ask or join on their own.

(See Appendix E for details)

Conclusion

Overall the results show that the categories of priorities from the 2010 survey still have high importance amongst our parishioners. However, the urgency of these priorities has shifted to reflect different common interests and needs. They like the families coming together at the mass, the traditional prayers and they like the diversity within the masses. They like the historical structure of our buildings and appreciate its sacredness. Finally, they like seeing the increased presence of the youth and young adults serving at the mass and in the community. However, the parishioners still feel that the "Liturgy" specifically having clergy that they can relate to and understand especially during homilies is a huge importance to our parish. In the category of "Social Outreach" the overall need to serve God's people in the community is a top priority, not only the poor and needy but also the single parent households, the divorced, the elderly and the returning Catholics. Finally, the overall response in priority is in the category "Other" more specifically, Sound System; Communication; Parish Bulletin; Stewardship; Ministry Leadership; Parish Website; Recruitment of new parishioners. In this category parishioners felt a strong need to improve stewardship and parishioner involvement as well as the recruitment of new parishioners. Unfortunately, 373 surveys out of a total of 5,000+ members does not give an accurate measure of priorities.

Population Participated

The age groups that were surveyed ranged from teenager 13+, 20+ years, 36+ years, 51+ years and 65+ years old. These parishioners were also asked if they are involved in a ministry at St. Joseph Church as well. (See Appendix C)

Results & Findings

The scoring of the survey statements #1-7 that asked the parishioners to rank how well they thought St. Joseph Church was addressing the following statements. (See Appendix D for details) Overall, the parishioners feel that St. Joseph is “**Doing Well**” in all seven statements. However, the statement areas that call their need for attention would be in statement #6 (*Parishioners of all backgrounds are encouraged to share their talents and skills in response to the needs of the community and to the mission of the church*).

The results from the questions where the survey asked the parishioners “What do you like about St. Joseph Parish?” and “Name one significant action our parish can take to strengthen St. Joseph” varied amongst the different age groups. By using the results from the 2010 Parish Self Survey Priority List/Goals, we were able to categorize commonalities found in the answers from these two questions. These categories served as the measuring tool to identify the current priorities of the parishioners in this 2014-2015 Informational Survey. Such categories would include: **Liturgy** (involving prayer, homilies, choir/music, etc.); **Social Outreach**; **Faith Formation** (Bible Study & Guest Speakers); **Catholic School**; **Facilities** (Church/Rectory/Parish Hall); **Youth/YA** and **Other** (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.)

The largest test group came from the 65+ year old parishioners (157). These individuals shared a common “liking” to things of the parish such as “Other”, “Liturgy” & “Social Outreach”. They felt that these areas are being addressed as best as possible. This group of individuals would also like to see a parish hall built in their lifetime; they feel the clergy could improve their homilies and that the presence of the clergy is missing from the parish. Finally, in specifics this population would like to see the parish strengthen the means and methods for social outreach.

The next test group came from the 51+ year old parishioners (65) and although they were the second largest group their participant number was less than half of the first test group. The categories that they liked were “Other” and “Liturgy”. The areas that they would like to see strengthened would be “Other”, “Liturgy” and “Social Outreach”. This group enjoyed the music from the masses and the diversity of parishioners that were brought into prayer and worship at the liturgy. They however would like to have priests who could annunciate clearly during homilies and during the mass. They would also like to see an increase in clergy to assist the pastor’s tasks and responsibilities for our parish and school. Finally, they would like to see more families involved in ministries especially those ministries that serve the needy and the poor.

The middle test group came from the 36+ year old parishioners (46). This group had a total number of 46 participants in this survey. They shared a common liking to “Other”, “Liturgy” and “Facilities” stating that the parishioners are friendly and welcoming, that the building is historically beautiful and that the traditions of the prayers at mass inspires their contented worship and growth in faith. One

Appendix A

Goals from the Parish Self Survey 2010 (Bishop's Visitation)

GOALS

The Parish Master Plan for 2010-2015 offers the parishioners a process of Eucharistic Evangelizing and Formation taking into account the Diocesan Road Map, the present Parish Self-Study, the Master Planning Process of 1993-1997, the previous Mission Statements and the Notes from Parish Meetings with Bishop Larry Silva. This plan will help create:

- Goal #1:** A defined and written Identity-Vision-Mission Statement for the parish and strategic Goals and Objectives for the different Ministries.
- Goal #2:** Strong leadership of the Parish Pastoral and Advisory Council.
- Goal #3:** Basic ecclesial communities that would give witness to Jesus.
- Goal #4:** Programs that are responsive to the needs and geared towards the human spiritual development especially of the Youth and Young Adults.
- Goal #5:** Eucharistic Evangelizing and Formation in the Word of God and the Teachings of the Church in St. Joseph School, and in the Parish Community.
- Goal #6:** Functional Infrastructures that support the Parish Programs.

FUTURE PLANS

With your support, we can continue to make St. Joseph Church an active, mission-centered, and spirit-filled community for you and for our future generations.

Some of our significant challenges, strategic goals and objectives that need your full support, include the following:

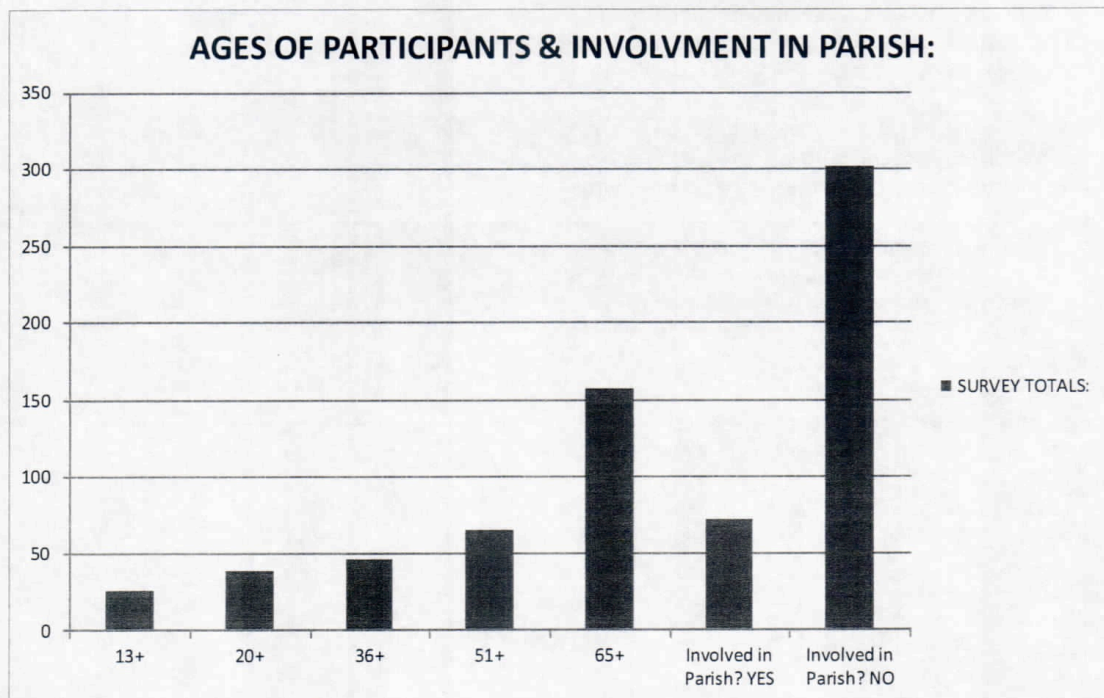
- Parish Hall
- Increase church attendance
- Increase in weekly collections
- Increase of our Endowment Funds

-Parish Episcopal Visitation with Bishop 2010

Appendix C

AGES OF PARTICIPANTS & INVOLVMENT IN PARISH

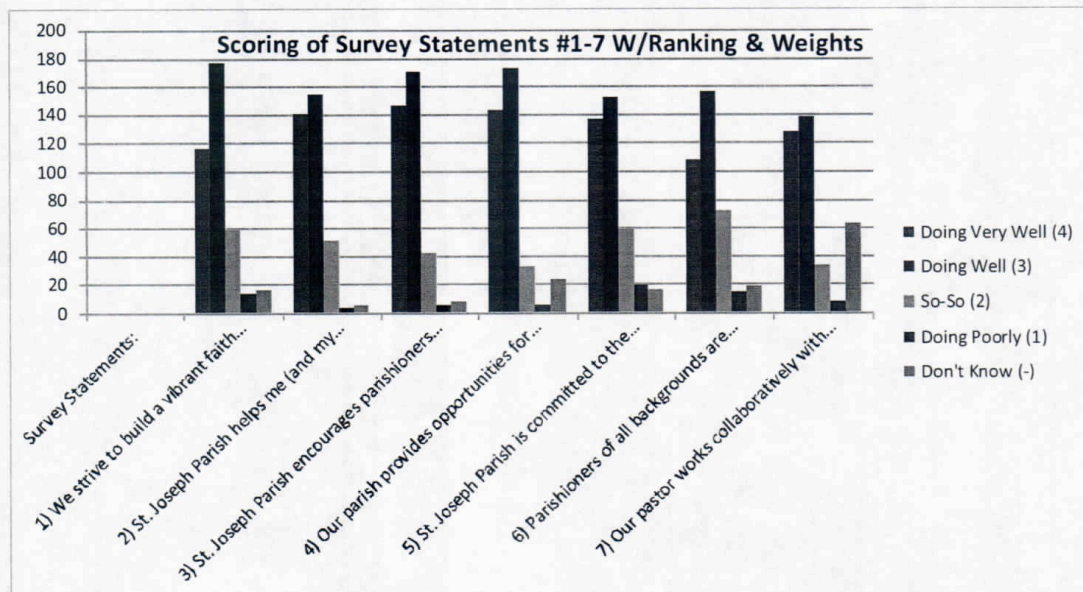
AGES:	13+	20+	36+	51+	65+	Involved in Parish? YES	Involved in Parish? NO
SURVEY TOTALS:	25	38	46	65	157	72	301



Appendix D

Scoring of Survey Statements #1-7 W/Ranking & Weights

RANKING & WEIGHT	Doing Very Well (4)	Doing Well (3)	So-So (2)	Doing Poorly (1)	Don't Know (-)
Survey Statements:					
1) We strive to build a vibrant faith community at SJC.	116	177	59	13	16
2) St. Joseph Parish helps me (and my family) grow in faith and deepen my relationship with Jesus.	140	154	51	4	5
3) St. Joseph Parish encourages parishioners to pray for and with each other; and to go forth from Mass to live and share their faith.	146	170	42	5	8
4) Our parish provides opportunities for (RCIA, CCD, Bible study, Social Ministries and small group fellowship) for the development	143	173	32	5	23
5) St. Joseph Parish is committed to the Catholic School Education. Parishioners are encouraged to be involved in the life of St. Joseph School and vice versa.	136	152	59	19	16
6) Parishioners of all backgrounds are encouraged to share their talents and skills in response to the needs of the community and to the mission of the Church.	108	156	72	14	18
7) Our pastor works collaboratively with pastoral leaders, pastoral council members, finance committee and lay ministry leaders	127	138	33	8	63



Appendix E:1

Bishop Informational Survey Data Collection Question A and Question B
Results based on Age Groups & Overall Totals

	What do you especially LIKE about St. Joseph Parish?	Name one significant action our parish community can take to STRENGTHEN St. Joseph Parish.
AGE GROUP	13+	
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)	7	4
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)		3
FAITH FORMATION/BIBLE STUDY:		1
CATHOLIC SCHOOL:		
FACILITIES (CHURCH/RECTORY/PARISH HALL):	3	
YOUTH & YOUNG ADULTS:	3	2
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):	7	

	What do you especially LIKE about St. Joseph Parish?	Name one significant action our parish community can take to STRENGTHEN St. Joseph Parish.
AGE GROUP	20+	
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)	11	6
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)		4
FAITH FORMATION/BIBLE STUDY:		1
CATHOLIC SCHOOL:		
FACILITIES (CHURCH/RECTORY/PARISH HALL):	7	
YOUTH & YOUNG ADULTS:	4	
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):	10	5

Appendix E:2

Bishop Informational Survey Data Collection Question A and Question B
Results based on Age Groups & Overall Totals

	What do you especially LIKE about St. Joseph Parish?	Name one significant action our parish community can take to STRENGTHEN St. Joseph Parish.
AGE GROUP	36+	
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)	11	18
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)	1	3
FAITH FORMATION/BIBLE STUDY:	2	5
CATHOLIC SCHOOL:		4
FACILITIES (CHURCH/RECTORY/PARISH HALL):	5	3
YOUTH & YOUNG ADULTS:		1
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):	12	7

	What do you especially LIKE about St. Joseph Parish?	Name one significant action our parish community can take to STRENGTHEN St. Joseph Parish.
AGE GROUP	51+	
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)	16	7
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)	1	6
FAITH FORMATION/BIBLE STUDY:	1	3
CATHOLIC SCHOOL:		3
FACILITIES (CHURCH/RECTORY/PARISH HALL):	1	3
YOUTH & YOUNG ADULTS:		1
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):	19	10

Appendix E:3

**Bishop Informational Survey Data Collection Question A and Question B
Results based on Age Groups & Overall Totals**

	What do you especially LIKE about St. Joseph Parish?	Name one significant action our parish community can take to STRENGTHEN St. Joseph Parish.
AGE GROUP	65+	
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)	19	15
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)	3	15
FAITH FORMATION/BIBLE STUDY:		7
CATHOLIC SCHOOL:	1	4
FACILITIES (CHURCH/RECTORY/PARISH HALL):	1	16
YOUTH & YOUNG ADULTS:	2	5
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):	48	27

Totals:
LIST OF PRIORITIES:
LITURGY (PRAYERS; CHOIR/MUSIC; PRIESTS/HOMILIES; ETC)
OUTREACH (SOCIAL MINISTRY; COMMUNITY INVOLVEMENT; RESPONDING TO NEEDY & POOR)
FAITH FORMATION/BIBLE STUDY:
CATHOLIC SCHOOL:
FACILITIES (CHURCH/RECTORY/PARISH HALL):
YOUTH & YOUNG ADULTS:
OTHER (Sound System; Communication; Parish Bulletin; Fellowship; Stewardship; Convenient Mass Times; Friendly/Welcoming people; Diversity; Ministry Leadership; Parish Website; Recruitment of new parishioners; etc.):

TOTAL OF "LIKES"	TOTAL OF "STRENGTHS"
OVERALL	
64	50
5	31
3	17
1	11
17	22
9	9
96	49

Attachment # 5

St. Joseph Church served by:
Blessed Sacrament Congregation

Pastoral Evaluation
2014

by Chrislyn Villena
at the request of Pastor Samuel Loterte, SSS

October 3, 2014

Request of Pastoral Evaluation & Creation of the Evaluation(s):

On September 2013, St. Joseph Church was visited by Father Apolinario Ty, SSS, who is the provincial of the Blessed Sacrament Congregation. He conducted a brief overview of the performance of the priests from the Blessed Sacrament Congregation assigned to St. Joseph Church, Hilo, HI. He then requested to have the parishioners participate in a pastoral evaluation to review the services that his priests, Father Samuel E. Loterte, SSS & Father Clifford Barrios, SSS provide to the parish community.

Pastor Samuel asked me to create and conduct a parish pastoral evaluation in collaboration with the Parish Pastoral Advisory Council at the October 2013 PPAC meeting. In November of 2013, the first draft of the Pastoral Evaluation was created. The pastor and the PPAC chairman each received a copy of this first draft evaluation. Then in the December 2013 PPAC meeting, the first draft of the evaluation was reviewed and amended by the PPAC members. Deacon Leroy Andrews, Interim Principal, of St. Joseph School was also in attendance at that meeting and stated that the draft didn't fully included insight from the St. Joseph School. I was asked to create a separate evaluation for the school.

In January of 2014 I completed the first draft of the pastoral evaluation for SJS and gained approval to proceed with the distribution of the evaluation to the faculty and staff members of SJS. It was agreed upon by the pastor and the principal that this population of evaluators would be most beneficial because of their regular contact with the students, their families and the day to day operation of the school where the performance of the Blessed Sacrament Priests were most evidential.

Implementation of Pastoral Evaluation:

In February of 2014, the first phase of the parish evaluation was distributed to the faculty and staff of St. Joseph School.

Due to the time constraints of my regular fulltime positions and demands of my parish responsibilities I was unable to complete phase two of the pastoral evaluation to the parish until July of 2014. The pastoral evaluation was then distributed to leaders and members of the various ministries within the parish as well as available online to those who had access to our parish website. Parishioners could also request a hardcopy from the parish rectory office if needed. It was published in the bulletin and I solicited the PPAC members, with the approval of the pastor, to help make announcements at the masses on a weekend in July. A miscommunication error occurred and the immediate task mentioned was not carried out. The various ministries were encouraged to complete the evaluations as a large entity and both communal and individual evaluations were accepted. However, in the data collected, the results are only taken from a controlled population of leaders, ministry members and a small percentage of parishioners. This does not represent the entire parish. Many individuals and ministry leaders did not participate in the evaluation process.

Tools Used to Measure the Assessment: See appendix 1 Parish Evaluation

Pastor Samuel and the St. Joseph Church Parish Pastoral Advisory Council requested that the evaluation be measured using the tools that were created at the beginning the Blessed Sacrament Priests arrival. Such tools will include the parish mission statement, the parish goals and the parish strategic plan that was designed in 2009 by Father Sam and the members of PPAC. The PPAC had assigned priorities to the parish goals in order to weigh out the evaluation. There were eight (8) components to rate the performance of the pastor and associate pastor in the evaluation (**Leadership In Administration, Leadership in Education/Teaching, Leadership in Parish Life, Leadership in Outreach, Leadership in Professional/Spiritual Development, Leadership in Worship/Liturgy, Leadership in Pastoral Care, and Leadership in Preaching**). Each component is measured in three (3) specific grades (Exceeds Expectations; Meets Expectations & Needs Improvement). This grading scale was used to determine the performance of each priest or of the Blessed Sacrament Priests as one entity. The eight components were assigned to a goal or to multiple goals in order to measure if the goals were met or not. Based on the six (6) parish goals, the PPAC labeled the components into high, medium and low priorities.

The Blessed Sacrament Congregation also serves the St. Joseph School faculty, students and families. The St. Joseph School evaluation was modeled the same process but had a slight variation of evaluation. This action was taken because of the different needs, vision/mission and goals of the school as a community. There are only five (5) components in which the priests were measured in (**Leadership In Worship/Liturgy, Leadership in Administration, Leadership in Faith Formation, Leadership In Community Development, and Leadership In School Pastoral Life**) These five components were given weighted priorities based on the vision and mission of the St. Joseph School in three (3) priorities, High, Medium & Low.

A perfect assessment would indicate a **maximum total of 75 points** earned in each component area. This manner of assessment directs individual and communal evaluations in a fair and measurable approach to the critiquing of the performance of the priests.

Results of the Assessment:

According to the data collected the Blessed Sacrament priests perform well in the lowest components, **Leadership in Professional/Spiritual Development** with a total of 48 points. The priests ranked the highest in this area however this particular component was given a low priority on the list of parish goals & mission statement. The areas, in which their components ranked low with a total of 38 points, are in the areas of **Leadership In Administration, Leadership in Education/Teaching, Leadership in Parish Life, & Leadership in Outreach**. These components have a medium weighted priority according to the list of parish goals which the results indicated needs improvement. Finally, areas where the priests are meeting expectations on average in the collected data with a total of 46.6 points, indicates that **Leadership In Worship/Liturgy, Leadership in Pastoral Care, and Leadership In Preaching** are their strengths in achieving the parish goals.

According to the data collected from the St. Joseph School the priests rank a total of 23.5 points in the highest priority of **Leadership in Worship/Liturgy and Leadership in Administration**. The next ranking in the areas of **Leadership in Faith Formation and Leadership in Community Development** was scored with a total of 22.5 points. Finally, with the lowest priority and a low ranking of a total of 21 points the priests need improvement in **Leadership in School Pastoral Life**.

Conclusion:

In conclusion, the quantitative data for the parish suggests that the priests are not meeting expectations according to the average score for the highest weighted priorities with a total of 46.6 points out of 75. The qualities also suggest that the priests improve areas in the medium weighted priorities because of their score of 38 points out of 75. Finally, the component with the most points of 48 out of 75 should be paid in less attention because it is a low weighted priority.

The quantitative data for the school suggests a similar finding. The priests perform a total of 23.5 out of 72 in the areas of high priority for the school list of goals and mission. They scored a total of 22.5 points out of 72 in the medium weighted priority areas. Finally, they scored a total of 21 points out of 72 in the lowest priority area for the school vision and mission.

The qualitative data collected has a similar voice of concerns, observations and comments about the performance of the priests of the Blessed Sacrament Congregation. Although there were many praises as well as complaints there were a good amount of suggestions on how to improve areas. There were also numerous evaluations that gave specific details in areas that were scored as "needs improvement" on what exactly was found to be "unsatisfactory".

The final recommendation is to have the priests speak with each ministry leader, the various ministry members and the parish community as a whole, as well as with the school community to adjust goals based on the evaluation findings. It is suggested that by creating a new strategic plan of action maybe one approach to improving the areas that need strengthening. The priests should re-examine the parish and school goals alongside each body of leaders. This will help to strategize and address action in the areas of need from the participants in both the parish and the school. Although there is a wide spectrum to measure the performance of a priest in which they minister, the priorities mentioned above indicated by the PPAC and the school principal were areas where the expectations and goals were clear. The components specified by the leadership of the parish and the school prove to desire to have quality, effective and pastoral priests serving our community. The Bishop's Visitation Information Survey that the parish is currently undergoing in preparation for his Episcopal Visitation in March will either negate or affirm this preliminary report.