



# MANAGEMENT PLAN

<b>Name:</b> Liturgy
<b>Organization:</b> Church of St. Michael the Archangel, Liturgy Commission
<b>Title:</b>
<b>Period of Plan:</b>

## **DESIRED OUTCOME**

Vision of the "Should-Be" (a clear description of your long-term vision)

A sense of warmth and welcome should be evident from the moment one arrives at St. Michael's. The Hospitality ministers and ushers are friendly and helpful, as are parishioners in the pews. The cantor, priest, deacon, lectors all convey this atmosphere of welcome by their pleasant manner of speaking.

The liturgies are well-prepared. The ministers are reverent, competent and confident. The readings are proclaimed clearly and understood by all. The music is led by skilled instrumentalists and singers. The servers are well-trained. The Extraordinary Ministers of Holy Communion are reverent. Ushers assist in maintaining order and a respectful atmosphere, as well as carrying out the necessary duties of collections and distributing/collecting forms or pledge cards, etc. There are convenient opportunities for continuing formation within each of the ministries.

The assembly members participate fully and enthusiastically with the spoken and sung responses. They attend to the liturgical action with reverence and respect. Our parishioners value and appreciate the diverse gifts of the various age and ethnic groups in attendance.

Following Mass, we have frequent opportunities for fellowship in a large, clean space, with plenty of help to set up and clean up.

We participate regularly in ecumenical prayer services and social activities within the larger Overlea community.



## **CURRENT SITUATION**

Estimate of the “As-Is” (factual statement of where you are today compared to your vision)

For the most part, St. Michael’s is, in fact, a warm and welcoming community. Some Masses have a more open and hospitable atmosphere than others, so there is always room for improvement. We see the need to re-establish the ministry of Greeters, to encourage a few of our ushers to participate more in the liturgy and less in conversation among themselves. There will always be a need for continued training and formation within each of the ministries.

While parishioners are generally respectful, we find it necessary to remind parishioners about appropriate attire for attending Mass. We also need to develop a better understanding of devotions, such as Eucharistic Adoration and Benediction, in order to increase participation.

Bi-lingual services are still difficult for some parishioners to accept; this is a work in progress.

The sound system has been re-evaluated; we need to compensate for a “dead” space in the front of the church, and along the side aisles where the amplification is less clear.

Participation at Mass is generally good; though, again, we can always strive for improvement! Assembly members seem to appreciate the efforts of the Contemporary Music Ensemble, the traditional and Student Choirs.

Over all, St. Michael’s is greatly blessed!

## **GOALS**

**GOAL 1:** St. Michael the Archangel’s assembly members are full and active participants in the Liturgy.

## **ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Education of parishioners utilizing bulletin series on various liturgical topics. To start with education regarding the revised translation and then move to other topics (e.g. Liturgical Seasons, Church Environment, Vessels Used at Mass, Other Rites and Rituals, Signs and Symbols).



<b>TIMETABLE:</b>	December, 2010
<b>RESOURCES:</b>	USCCB, Music Resources – GIA Publications, Oregon Catholic Press , Publisher – Liturgy Training Publications
<b>MEASUREMENT:</b>	Start with one article monthly to move to weekly.

**ACTION STEP 2:** Develop educational materials.

<b>TIMETABLE:</b>	January 2012
<b>RESOURCES:</b>	Use information tracts at the welcome tables. Investigate possibility of links from parish website. (At least direct parishioners to <a href="http://www.archbalt.org">www.archbalt.org</a> and <a href="http://www.usccb.org">www.usccb.org</a> for related educational information. Consider selling some resources (missals, prayer books, etc.) or directing parishioners to stores, websites or catalogues where such items may be purchased. Locate money, space and personnel to begin a Book and Video lending library.
<b>MEASUREMENT:</b>	Observe which information is used: which brochures are being taken and read; monitor web site “hits;” attendance at meetings and information sessions; which resources are borrowed.



**ACTION STEP 3:** Provide Revised translation of the Mass text in a supplement to current hymnal.

<b>TIMETABLE:</b>	Advent 2011
<b>RESOURCES:</b>	USCCB, Archdiocesan information. Engage speakers to discuss. Bulletin information to inform parishioners. Website.
<b>MEASUREMENT:</b>	Web “hits”. Meeting attendance.

**ACTION STEP 4:** Welcoming new and present parishioners.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Greeters. Cantors. Priest announcements. Bulletin announcements.
<b>MEASUREMENT:</b>	New parishioners and weekly attendance.

**POTENTIAL OBSTACLES THAT YOU ANTICIPATE**

Financial needs and budgetary allowances. Participation.

In the case of a “Lending Library,” besides money to purchase books and videos, a space needs to be allocated.

**CONTINGENCY SOLUTIONS TO OVERCOME THOSE OBSTACLES**

Some books, and possibly videos/dvds, could be donated.



**GOAL 2:** St. Michael the Archangel parish continually offers opportunities to participate in Liturgical ministries.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Ensure sufficient Liturgical Ministers for each celebration.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Continue to utilize sign in sheets. Follow schedules – Computerized schedule on line and email. Have alternates scheduled.
<b>MEASUREMENT:</b>	Check sign in weekly. Follow up phone calls for “no shows”.

**ACTION STEP 2:** Reinstigate Children’s Liturgy of the Word at the 11:30 am Sunday Mass.

<b>TIMETABLE:</b>	Fall 2010
<b>RESOURCES:</b>	MagnifiKid (published by “Magnificat”)
<b>MEASUREMENT:</b>	Check attendance. Obstacle: Finding a coordinator.

**ACTION STEP 3:** Ensure ushers are scheduled. 4 per mass with one alternate.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Schedules. Recruiting. Meetings with the ushers.
<b>MEASUREMENT:</b>	Make sure that 4 ushers are in attendance at each Mass.



**ACTION STEP 4:** Extend invitations for Liturgical Ministers

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Update website/Link. Flyers. Personal invitations. Calling new parishioners who indicate interest.
<b>MEASUREMENT:</b>	The number of participants.

**ACTION STEP 5:** Improve reverence among assembly members as well as ushers, Eucharistic ministers, cantors, music ministers and readers/lectors.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Continuing formation for ministers. Retreats for Liturgical Ministers.
<b>MEASUREMENT:</b>	Full and active participation.

**ACTION STEP 6:** Encourage Parish youth to participate as Lectors and Musicians.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Announcement at Confirmation meetings and practice. Continue Saturday Youth Masses. Begin Praise and Worship Mass at Saturday 6PM Mass. Inform youth of opportunities at the Yearbook signing party. Website.
<b>MEASUREMENT:</b>	Attendance at the Youth Mass and Participation in the Liturgical Ministries.



**GOAL 3:** St. Michael the Archangel parish provides programs for ongoing formation of Liturgical Ministers.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Improve Lector Skills. Provide educational and inspirational materials for each ministry. Offer, evaluate and expand the Afternoon of Reflection.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Afternoon of Reflection. Educational/Inspirational materials. Practice for Cantors. Cantor workshops.
<b>MEASUREMENT:</b>	Participation.

**GOAL 4:** St. Michael the Archangel parish fosters a spirit of cooperation with other Overlea denominations.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Expand opportunities for shared prayer with members of other Overlea church denominations.

<b>TIMETABLE:</b>	Ongoing.
<b>RESOURCES:</b>	Host or participate in Ecumenical Service – National Day of Prayer, Christian Unity Week. Ecumenical Picnic. Thanksgiving Service.  Increase dialogue with Presbyterian/Methodist Churches in the Overlea/Fullerton Area – and hopefully engage other denominations as well.
<b>MEASUREMENT:</b>	Participation.



**GOAL 5:** St. Michael the Archangel parish exercises responsible stewardship of worship space and resources.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Maintain an appropriate environment for effective worship.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Tuning instruments. Maintenance, Enhancement, and upkeep of the sound system.
<b>MEASUREMENT:</b>	Regular instrument and sound system “check ups”.  Obstacle: Finances.

**ACTION STEP 2:** Attendance at Devotions. Create a culture for adoration.

<b>TIMETABLE:</b>	January 2011
<b>RESOURCES:</b>	Signing up to attend Devotions.
<b>MEASUREMENT:</b>	Participation.



**GOAL 6:** St. Michael the Archangel parish will support and expand a Hispanic Liturgy.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Promote and encourage the Hispanic Liturgy.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Train and maintain a full complement of Hispanic Liturgical Ministers.
<b>MEASUREMENT:</b>	Participation.

**ACTION STEP 2:** Develop a sense of community among the Caucasian and Hispanic communities. Considering new sung bi-lingual Mass setting (now that the English text has received the “Recognitio”) to be used at Masses in both English and Spanish, as well as at Thanksgiving Mass, Triduum Services, Opening Liturgy of Forty Hours.

<b>TIMETABLE:</b>	Ongoing
<b>RESOURCES:</b>	Music Publishers
<b>MEASUREMENT:</b>	Participation.

**GOAL 7:** St. Michael the Archangel parish will begin planning and preparation for its 100<sup>th</sup> anniversary.

**ACTION STEPS, TIMETABLE AND RESOURCES & MEASUREMENT**

**ACTION STEP 1:** Prepare opening mass/music for celebration



<b>TIMETABLE:</b>	2013-2014
<b>RESOURCES:</b>	Contact longstanding members of the St. Michael's community
<b>MEASUREMENT:</b>	Participation

**ACTION STEP 2:** Evening Concert/Musical series for the 100<sup>th</sup> anniversary celebration.

<b>TIMETABLE:</b>	2013-2014
<b>RESOURCES:</b>	St. Michael's musicians. Previous musicians. Organ recital. Featured musician concert, such as David Haas or Marty Haugen.
<b>MEASUREMENT:</b>	

**ACTION STEP 3:** Prepare closing Mass/music

<b>TIMETABLE:</b>	2013-2014
<b>RESOURCES:</b>	Adoration. Devotions
<b>MEASUREMENT:</b>	