

Diocese of Brooklyn

Annual Evaluation of the Parish Pastoral Plan 2011

Instructions and Agenda

Each spring, Parish Pastoral Councils in the Diocese of Brooklyn are invited to reflect upon their ministry, the life of the parish and the progress made in addressing the goals of the parish's pastoral plan. This evaluation is also a time to update the parish's plan to reflect more closely the goals that the parish will seek to live out in the coming year.

This document is meant as a guide and reporting tool to assist in the evaluation. Included is a post-Easter prayer reflection, the evaluation with reflection questions on parish life, and the pastoral plan and worksheets to assist in updating the plan for the coming year. Also included is an appendix page explaining the Seven Essential Elements of Parish Life that connect each goal to the primary mission of the Church. The template may be adapted for those creating entirely new pastoral plans as well.

This evaluation is meant to be completed in one meeting. The accompanying documents form the agenda for the meeting. First is a prayer and shared reflection on the Gospel followed by a series of questions to help the council members reflect on parish life and update the plan.

Any form of consultation conducted in advance with parishioners, including a series of individual conversations or focus groups that use questions similar to those in this document, is encouraged to inform the evaluation.

When completed, the evaluation is submitted to the Office of Pastoral Planning via email. Please email the goal worksheets and the response to questions 1-7 to pastoralplanning@diobrook.org.

Please submit the evaluations and plan updates no later than **June 15, 2011**

If you have any questions or need any assistance, please contact the Office of Pastoral Planning at 718-965-7300 ext. 5306.

1. Annual Evaluation of the Parish Pastoral Plan 2011 Response Form

Please use this sheet to record a summation of questions 1-7 of the Annual Evaluation of the Parish Pastoral Plan 2011. If possible, please fill out this sheet electronically and submit it to the Office of Pastoral Planning by June 15, 2011 via email: pastoralplanning@diobrook.org

Parish Name: St. Charles Borromeo, 21 Sidney Place, Brooklyn, NY 11201

1. What signs of vibrancy and growth have you seen in the parish over the past year?

The comments noted in our 2010 response (see below) are still relevant and we have included them below with updated statistics. The parish continues to attract new households (families and single members), both young and old to join St. Charles, many of whom have commented that they decided to join the parish after participating in Mass at several other parishes. Some of the reasons noted for choosing St. Charles included the quality and relevancy of Fr. Ed's sermons, the warmth and sense of community they felt when attending mass here, and the beauty of the church itself. We also continue to attract a significant number of local college students, who because they are not permanent local residents do not typically join the parish as official members, but regularly attend the 7:00 pm Sunday evening Mass. Both our new and long-time parishioners continue to say that they feel the sermons are articulate, relevant to their lives and the world today, to how they live and want to live their Catholic Faith, and that they always feel welcome in the parish.

In 2011 St. Charles offered a new Lenten program called Awakening Faith. Over 70 parishioners and others from the local community came together in small groups to discuss their faith, its relevance in the world today, and how to continue to make their faith an integral part of their lives. Many of the participants expressed interest in continuing to meet for these discussions on an ongoing basis. The St. Charles Awakening Faith program was featured in The Tablet and Fr. Ed and John O'Malley, one of our parishioners and an Awakening Faith participant and group leader, were interviewed on the local Catholic TV channel, Net TV, about the program and this has resulted in other parishes asking about the program and its implementation.

There are currently 282 active Households registered with the parish, an increase of 59 active households from 2010. Listed below is a small snapshot of participation in the Sacramental and Spiritual Life of the parish.

Religious Education

Family Faith Program – 50

Pre-school Bible Story Program - 12

Sacraments for Children

Baptism - 21

Confirmation - 7

First Holy Communion - 6

Adult Sacraments

Baptism - 3

Confirmation - 6

First Holy Communion - 6

Marriage – 9

Preparation for Marriage in other states or countries – 15

RCIA - 9

Anointing of the Sick - 18

Mass of Christian Burial – 6

Lay Ministries

See the attached sheet (Attachment 1) which was published early in 2011 to thank all parishioners that give their time to the different lay ministries at St. Charles.

2010 Response updated to reflect 2011 statistics and new information

The parishioners of St. Charles Borromeo continue to identify a number of diverse ways in which they see signs of vibrancy in our parish including:

- There has been and continues to be a growing number of young families with infants, toddlers, and young children attending Mass regularly.
- The choir and the way it has encouraged our parishioners to raise their voices in praise of God.
- The presence of beautiful flower and plant arrangements on the altar every week.
- The large group of parishioners that contribute their time and talent to creating and maintaining a Meditation Garden on the side of the church.
- The continued growth in the number of people that volunteer their time and take leadership roles for various church projects and programs.
- The new parish committees and the growing number of activities for the parish. Some examples of this growing engagement in the parish include: the Outreach Committee is doing more for communities and people in need, the Building Committee has made significant progress in getting things underway to begin renovation of the convent to create the Parish Center and Rectory, the Security Committee has met with the local police precinct to discuss ways to improve security for the church and convent, a PPC member has helped the parish successfully request the local police precinct to not ticket cars parked on the side of the church during Sunday masses, the Activities Committee continues to plan coffee hours, concerts, and other social events for the parish.
- We continue to see an increase in the number of people joining the parish, attending Mass, and there continues to be a large number of young people and families, including college students, that attend the 7 PM Sunday Mass.
- More parishioners have volunteered to serve as lectors and Extraordinary Ministers of Holy Communion.
- The number of children enrolled in our Faith Formation program continues to grow – 50 children in 2011.
- Parishioners are coming to Spiritual programs such as Awakening Faith, Coffee Hours, Spaghetti Dinners, and parish concerts, and are getting to know each other and want to be part of St. Charles.
- Parishioners continue to take ownership of the church by volunteering their time and talents to help when asked, e.g., NY Landmarks Conservancy Sacred Sites Open House Tour, Spring Concert, etc.
- The numbers of children that participate in the Children's Liturgy has grown, necessitating the institution of a separate Liturgy of the Word for older children.
- The pre-school Bible Story Program continues to be held monthly.
- The potential opportunities for greater and continued partnership with St. Francis College on pastoral, educational, and social programs. St. Francis now holds their Baccalaureate Mass before graduation here at St. Charles.
- St. Charles Borromeo had the second highest percentage of parishioners (58.74%) who participated in the 2010 Annual Catholic Appeal in the diocese. Our parish exceeded its goal of \$27,954 by \$48,311, with the average amount of parishioner's contributions being \$640, an increase of \$110 over the average contribution in 2009.

2. What challenges or concerns do you see in the life of the parish?

Evangelization continues to be a critical priority for our parish. The parish Marketing Team has done a tremendous job with the parish website and our Facebook page and these digital media outreach forums have helped us to reach new parishioners. In 2011 so far we have had over 10,000 visits to the website, an increase of more than 450% over 2010 and the parish has 162 followers on the parish Facebook

page. With continued use of these and other traditional communication resources we are hoping to increase parish participation by 5-10% for 2011-2012. The Parish Business Cards have proven to be a successful way to get our parish information out into the community for both residents and visitors.

Our Marketing Team continues to evaluate how they can highlight and draw attention to our parish through forums such as those where St. Charles was highlighted in 2010 and 2011: NY Daily News article on St. Charles in the Sunday edition column - Churches around the City, the interview about the Awakening Faith program and our evangelization efforts on In the Arena on Net TV, the filming of St. Charles for the City of Churches program, the article about our Awakening Faith program featured in The Tablet, and features on our parish events in The Heights Press.

However, as with many parishes, we continue to work to identify ways to engage many more of our parishioners to volunteer their time and talents to St. Charles. While we have received a number of new volunteers to serve as lectors and Eucharistic Ministers, Religious Education teachers and for the Parish Pastoral Council, for many of our lay ministries it is the same parishioners that continue to volunteer over and over and we do run the risk of these folks getting burned out. While the numbers of people attending mass are increasing, we have not yet successfully engaged a significant number of them in our ministries and other programs so that they become more than just Sunday Catholics. This is an area where we will continue to focus.

In 2010 the parish successfully leased the school and the rectory to the Mary McDowell School and we are now on much surer financial footing. The leasing funds will be used to start a Parish Building Fund and will be used specifically to renovate the convent to create our new Parish Center and Rectory, repair the church, and then maintain the parish patrimony for the long term. While we are becoming more stable financially, we must continue to work with our parishioners so that our Sunday, weekday and Holy Day collections not only cover our day-to-day operating expenses, but also enable us to begin to build a reserve fund for the parish. To achieve our financial goals the parish instituted an Annual Parish Giving Campaign in 2010. While the campaign has been mostly successful we do face the challenge of growing the number of parish households that make a pledge in the campaign so that the parish Finance Committee is better able to plan our annual parish budget. This is a long-term project that will hopefully gain greater traction in our parish community with each year.

Because our goal is to be accessible to everyone in the community, the new Parish Center and Rectory will be fully accommodating to persons with disabilities. The anticipated repairs to the church will also include making it more fully accommodating with wider and more easily opened exterior and interior doorways, a handicapped toilet, etc.

2010 Response updated to reflect new information

- We must continue and further strengthen our efforts to evangelize and grow the number of parishioners in our parish family and continue to motivate all our parishioners to share some of their Time, Talents, and Treasure with the parish to the degree to which they are able.
- We need to improve our financial stewardship of the parish to continue to ensure our financial stability so that the parish is able to serve our parishioners and perform community outreach to those in need.
- We need to continue to work with the diocese and other parishes to grow the numbers of men and women interested in vocations.
- We must continue to ensure that young families enroll their children in our religious education program and keep the children and their parents engaged and identify ways to connect with and hold on to teenagers. We need to identify ways to create volunteer activities for our children to bring them into the church, actively engage them, and keep them coming back.
- We have leased the school and rectory to the Mary McDowell School and will now work on building our relationship with our tenant to benefit both parties.

- Continue our efforts to tell the positives about what the Church does so that we can lessen the impact of attacks on the Pope and the Church. We have begun to do this through our website, Facebook page, being featured in the Daily News, interview on Net TV, feature in City of Churches, etc.
- Identify ways to engage all our parishioners so that they are motivated to attend weekly mass and participate in the parish family so that we may all become more than just Sunday Catholics.
- Increase our outreach to the larger community to make the parish a focal point of God's work in Brooklyn Heights.
- Understand how to better engage and work with those Catholic families who live in the neighborhood, but spend weekends elsewhere.

3. What changes do you see in the wider neighborhood? How is the parish being called by the Spirit to engage these issues?

There remains a need for more affordable housing to meet the needs of young and growing families. Too often we see such families relocate to other more affordable neighborhoods and communities because they cannot find nor afford larger accommodations in Brooklyn Heights. It is an issue that is beyond the ability of the parish to address. However we do have it in our thoughts and our prayers for the parish.

One of the major changes in the neighborhood is the opening of several new condominium buildings in Brooklyn Heights and Downtown Brooklyn, bringing an influx of singles or new couples starting their families. Also, significant progress continues to be made with the Brooklyn Bridge Park, which brings a large number of tourists and visitors into the area, providing more exposure for St Charles. We are called to take advantage of this opportunity to showcase our beautiful landmark church as the premier Roman Catholic Church in downtown Brooklyn through our marketing and evangelization efforts and continued participation in events such as the annual NY Landmarks Conservancy Sacred Sites Open House as events like this, as well as our concerts, provide the parish with an opportunity to open God's House here at St. Charles to invite the local and extended community inside.

Finally, with the lease of our parish school and rectory to the Mary McDowell Center for Learning, we have an opportunity to work with the Mary McDowell team to develop a long and successful mutually beneficial relationship.

4. What progress has the parish made in addressing your current pastoral priorities (goals)?

Pastoral Priorities

- Evangelization to grow and motivate the greater involvement of parishioners of all ages in both the pastoral and social life of the parish.
- Motivating parishioners to grow their financial stewardship of the parish.
- Outreach to those in need in the neighborhood.
- Working with young families to identify how we can better serve their needs to ensure we continue to build a foundation for the future.
- Partnership with St. Francis College as well as outreach to Brooklyn Law School, NYU, and Pace University dorm and day school college students.

As noted last year, under the pastoral leadership of Fr Edward Doran the Pastoral Council and the parish have made Evangelization their priority for 2011. Using old-fashioned Coffee Hours as well as digital media and other activities, the parish seeks to not only increase membership in the parish, but to more actively engage our current parishioners in lay ministries and other parish programs and activities such as outreach. With programs such as the 2011 Awakening Faith Lenten program we are beginning to see some fruits from our labors and are looking to increase these many fold. While evangelization is our

2011 priority we also realize that this will be a long-term objective because we will not change attitudes and habits overnight.

Through work with the Heights and Hill organization we are seeking to identify ways that we can collaborate with Heights and Hill or other organizations to address and better serve the needs of the elderly both in our parish and in the community.

The council has plans to reach out to all families who have had children baptized at St. Charles over the past several years to remind them about the Pre-School Bible Story program for toddlers and also to identify other needs of young families that will help draw them to St. Charles to build our foundation for the future. The success of the Sunday evening 7:00 pm Mass in drawing young college students as well as young families is one way that we will continue to reach out to this population. Designing other programs such as Awakening Faith and Theology on Tap are additional ways we plan to continue to work with the young in the community to help them better understand and commit to their faith. We plan to collaborate with the parishes in our cluster and St. Francis on future Theology on Tap programs to broaden our audience and the range of topics that we can offer.

Finally, while the leasing of the parish school and rectory will help stabilize parish finances, we have made it clear to all parishioners that these funds will be targeted specifically to a Parish Building Fund to convert the former convent into our new Parish Center and Rectory and to make much needed repairs in the church. Over the longer term these monies will be used to ensure our parish patrimony is maintained properly. These funds will not be used as an operating fund for the parish, rather operating expenses are funded through the Parish Giving Campaign and Sunday and Holy Day donations.

5. What factors have contributed to this progress?

We believe that our willingness to be flexible and try new things, together with the team of dedicated lay ministers working closely with Fr Edward Doran, has led to the successes we have seen so far.

6. What factors have hindered this progress?

One of the key factors that have hindered any additional progress we might have made is our inability to clone Fr Ed. If it were possible for the parish to have assistance for Fr Ed during the week and not just on weekends then Fr Ed could develop additional spiritual and educational programs to meet parish and parish-evangelization needs. The PPC also needs to find ways to more fully engage all our parishioners to become active in the daily life of the parish and not just on Sundays.

7. In what ways could the council address any hindering factors?

The council continues to support and promote Vocation Awareness and to work with the other parishes in our cluster. We are also working to ensure that all our Parish Pastoral Council members are as actively engaged in daily parish life and activities as possible, including considering asking each PPC member to take ownership of a parish ministry or activity.

Parish Pastoral Plan 2011
Statement of Goals and Objectives

Parish: St. Charles Borromeo, 21 Sidney Place, Brooklyn, NY 11201

Cluster:

Date: June 14, 2011

Statement of Goal (Pastoral Priority) # 1

Continue to strengthen and build our evangelization efforts within the parish and local community.

Essential Element: Community and Worship

Objective # 1: Expand our use of the parish website and our Facebook page and keep them current with spiritual, social, and other news from St. Charles.

Deadline for completion: Ongoing

Responsible person/committee: Marketing Committee

Process for evaluation:

- Website traffic statistics
- Interviews with parishioners about their use of these digital media
- Number of parishioners that sign-up for programs using the website

Objective # 2: Increase attendance at Sunday and Holy Day Masses by 5% in 2011.

Deadline for completion: 12/31/2011

Responsible person/committee: PPC, Marketing Committee

Process for evaluation:

- Make a weekly count of attendance at each Sunday Mass to monitor increase and report on progress monthly.
- Identify any hurdles to people attending mass and propose solutions.

Statement of Goal # 2:

Motivate and engage parishioners to grow their stewardship to the parish.

Essential Element: Stewardship

Objective # 1: Continue our Annual Parish Giving Campaign and grow parishioner participation by 5% in the 2012 campaign.

Deadline for completion: Ongoing through the year as each annual campaign begins in October/November for the following calendar year and while we ask parishioners to return their pledges by the end of the year, we accept pledges throughout the year toward the campaign.

Responsible person/committee: Stewardship Committee

Process for evaluation:

- The Stewardship Committee reports on progress to the Finance Committee and Trustees and the information is also shared with the PPC as well as the parish. The number of parishioners that pledge to the campaign is tracked as well as the change in Sunday and Holy Day contributions.

Objective # 2: Grow the number of parishioners that participate in our lay ministries and parish activities by 5%.

Deadline for completion: 12/31/2011

Responsible person/committee: PPC, Marketing Committee, Activities Committee, Garden Committee, Altar Committee, the Parish as a whole

Process for evaluation:

- Monitor increase in parishioners volunteering to become lectors, Extraordinary Ministers of Holy Communion, Ushers, and as well as those that volunteer to participate in all our committees, educational programs, social programs and events.

Statement of Goal # 3: Expand our partnership with St. Francis College.

Essential Element: Word, Service, Community

Objective # 1: Establish a team to meet with St. Francis to identify ways to partner and collaborate.

Deadline for completion: 12/31/2011

Responsible person/committee: PPC

Process for evaluation:

- After meeting with St. Francis, identify one concrete opportunity for collaboration and see it through
- Continue to host the graduation Baccalaureate Mass for St. Francis

Statement of Goal # 4: Ensure our parish community is prepared and understands the upcoming changes that will be made in the liturgy.

Essential Element: Worship, Word

Objective # 1: Create opportunities for the entire parish to attend a session on the upcoming changes to the liturgy.

Deadline for completion: 10/31/2011

Responsible person/committee: PPC

Process for evaluation:

- Track attendance at educational and information session

Attachment 1

Sunday, January 9, 2011

Dear Family and Friends of St. Charles Borromeo Parish,

As we begin 2011, I want to extend the THANKS of the entire parish to all those parishioners that gave of their time and talents in 2010 by volunteering for the many lay ministries at St. Charles Borromeo.

It is exciting to see the growing number of parishioners that are serving in our lay ministries and helping our parish grow. I hope we have accurately identified all those that are serving the parish, but if we have missed someone please let us know. If you are interested in becoming involved in any way, or would like to receive additional information about any of the committees and their role, please speak with one of the parishioners on the committee, or leave your name at the rectory (stcharlesbklyn@aol.com or 718-625-1177) and we will have someone contact you.

Finally, there are so many parishioners and parish friends that have generously donated to our Coffee Hours, Parish BBQ, Annual Concert and Book Sale – THANK YOU! It is because of your generosity that these social events are so successful.

Yours in Jesus Christ,

Fr. Ed Doran

<p>Activities Camille Branda Kaye Brinker Pat Calise Samantha Driskill Jeanne Fastook Tracy Howard Carol Kelly Florence McArdle Birthe McGlynn Gail Meury Julianna O'Brien Natasha Rampy Anselma Rodriguez Gloria Rosado Patricia Thomas Donna Whiteford</p>	<p>Altar Servers Hunter Arbeeney Liam Harvey Kara Hernandez Olivia Hudson Brikena Prendaj</p>	<p>Building Eugene McArdle Donna Whiteford</p>	<p>Bulletin Jane Olson</p>
<p>Clean-up Faith Berges Stuart Hartley Kevin McArdle Myles McCormick Will McCormick Ciaran O'Rourke John Schroeder</p>	<p>Community Outreach Faith Berges Camille Branda Ofelia Calubiran, M.D Francis Chin Kerin Coughlin Robin Curtis Kate McCormick Phil Murray Julianna O'Brien Ramona Quinones Patricia Thomas Donna Whiteford</p>	<p>Counting Team Julianna O'Brien Philip Murray Maureen Pond</p>	<p>Decoration and Garden Holly Anderson Estela Arias Loretto Arias Vernoica Balta Faith Berges Patricia Briggs Jeff, Ryan, Nicholas Boron Anila Carku Mary Cenac Robin Curtis Tom Curtis Angela DeMarco Andrew Dresher Nicole Dresher Cathy Fitzsimons Stuart Harty Dewey Howard Tracy Howard Nia Hunt Joan James Andre Madoo Lela Madoo</p>
<p>Decoration and Garden Birthe McGlynn Ron Meury Harry Miner Patricia Morrone Shawn Nowicki Miguel Ortiz Brian Owen Maureen Pond Niki Quarmyne Ramona Quinones Dyanne Rosado Vivian Ruelta Joseph Serpico Kathy Smith Andreas Symietz Eileen Tegelman John Tegelman</p>	<p>Eucharistic Ministers Brian Owen Pat Calise Francis Chin Kerin Coughlin Matt Freimuth Noreen Healey Dewey Howard Tracy Howard Cassandra Hyppolite Jeanne Kane Julianna O'Brien John O'Malley Debbie Meury Ron Meury Ashleigh Thompson Donna Whiteford</p>	<p>Family Faith Program <u>Catechists</u> Rosa Rodriguez Julianna O'Brien Gloria Rosado Patricia Calise Marie Passione Carol DeSantis Maureen Pond Cynthia Fontaine <u>Student Catechists</u> Romario Prendaj Cheyenne Arbeeney <u>Substitute Catechists</u> Carol Kelly Shawn Nowicki Anna Nitorreda <u>Child Lure Catechists</u></p>	<p>Finance Henry Cateura Jeanne Kane Michael Towers</p>

Pat Thomas Ashleigh Thompson Oscar Toscano Estela Weir Israel Yee		Robin Curtis Dyanne Rosado	
Lectors Kobie Bowles Kerin Coughlin Robin Curtis Alice DeLury Frances Gates Cassandra Hyppolite Lela Madoo Ron Meury Maureen McColl John O'Malley Shannon Moran Jill Oziemblewski Kelly Shaw Kathy Smith Donna Whiteford Krystina Zaykowski	Marketing Allan Castro Francis Chin John O'Malley	Music Ministry Ann Bordley Mary Cenac Emily Owen Hanna Sadowska Teresa Sadowska	Nursery Bible Story Time Dyanne Rosado
Pastoral Council Patricia Briggs Francis Chin Robin Curtis Angela De Marco Julianna O'Brien John O'Malley Maureen Pond Philip Murray Dyanne Rosado Donna Whiteford	Security Patricia Briggs Michael Festo Julianna O'Brien	Sidewalk Clean-up / Snow Removal Estela Arias Loretto Arias Faith Berges Patricia Briggs Robin Curtis Tom Curtis Cathy Fitzsimons Andre Madoo Lela Madoo Pat Morrone Niki Quarmyne John Schroeder Patricia Thomas	Stewardship Jeanne Kane John O'Malley Donna Whiteford
Trustees Angela De Marco Frank Pond	Ushers Henry Cateura Victor Chang Jeanne Fastook Vincente Gordon Alex Gallardo Stuart Harty Doreen McCormack Birthe McGlynn Philip Murray Shawn Nowicki Romario Prendaj	Vocation Patricia Briggs Maureen Pond Anselma Rodriguez	