

SMM Long Range Plan Detailed Action Plan Summary – Issued May 2009

No.	Category	Detailed Action	Parish Vitality Category	Parish Leadership Team	Org Chart Committee/group
1	Communication	Develop Interactive parish website	Welcoming	Parish Council	NEW FUNCTION
2	Communication	Improve Communication on budget, debt, capital needs of parish by providing more detail more often.	Fiscal Health	Finance Council	Finance Council
3	Communication	Improve breadth and depth of fundraising activities	Fiscal Health	Finance Council	Finance Council
4	Communication	Develop long range plan for capital project needs for maintaining parish properties and facilities.	Fiscal Health	Finance Council	Finance Council
5	Communication	Continue to improve and enhance the marketing efforts for TCCES	Faith Formation	Parish Council	Principal/SMM Reps from TCCES Board
6	Program Development	Enhance program opportunities for 20 - 30 year old parishioners.	Faith Formation	Parish Ministry Team	
7	Program Development	Enhance program opportunities for singles of all ages	Faith Formation	Parish Ministry Team	
8	Program Development	Develop program/committee for the parishioners that have fallen away but still live in our community.	Evangelization	Parish Ministry Team	
9	Program Development	Develop more social functions to get the parish members to interact more frequently - could be combined with fundraising activities.	Parishioner Involvement	Parish Council & Finance Council	Parish Life - Social Events
10	Program Development	Improve succession planning for all committees.	Pastoral Leadership/Collaboration	Parish Council	Parish Council
11	Recognition	Improve and/or enhance New Members welcoming/communication efforts	Welcoming	Parish Council	Human Concerns/Worship Committee
12	Recognition	Develop/enhance recognition of Birthdays	Welcoming	Parish Council	Human Concerns/Worship Committee

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13	Recognition	Develop/enhance recognition of Marriage Anniversaries	Welcoming	Parish Council	Human Concerns/Worship Committee
14	Recognition	Develop/enhance recognition for the Over "90" club	Welcoming	Parish Council	80+ b-days
15	Recognition	Develop/enhance recognition for parish Veterans	Welcoming	Parish Council	Human Concerns/Worship Committee
16	Recognition	Develop and/or enhance recognition for Recent Service/accomplishments	Welcoming	Parish Council	Human Concerns/Worship Committee
17	Recognition	Improve or enhance annual recognition gathering	Parish Leadership	Parish Council	Human Concerns
18	Reference List of skills & interests	Develop list/matrix of skills & interests that parishioners have.... Possible Parish Census	Parishioner Involvement/Collaboration	Parish Ministry Team	Parish Business Administrator
19	Cooperative efforts w/ other Neenah-Menasha parishes	Joint cost reduction efforts	Fiscal Health	Finance Council	Finance Council
20	Cooperative efforts w/ other Neenah-Menasha parishes	Young parishioners- develop additional collaborative efforts/programs.	Parishioner Involvement	Parish Ministry Team	Youth Minister
21	Financial	Establish a target date for retirement of the debt related to the parish renovation - and prepare a plan for meeting the date.	Fiscal Health	Finance Council	Finance Council

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Pastoral Council Detailed Action Plans

- Item 1- Develop Interactive Parish Web Site
 - Already Active
 - Request update every six months on plans/barriers/hurdles
 - Target an October 2009 Report on Progress
- Item 5 – Continue to improve and enhance the marketing efforts for TCCES
 - Summer 2009 Communicate plan to TCCES/Principal/SMM reps
 - Continue Annual review of State of the Schools Address
 - Leave Management of this effort to TCCES
- Item 9 – Develop more social functions.....
 - See follow-up from Finance Council Draft – work Jointly with them
 - Target Fall 2009
- Item 10 - Improve Succession Planning for all committees
 - Request a sub-committee from PC to prepare a recommendation
 - Winter 2009 Start
 - Spring 2010 Finish
- Item 11-17 – Welcoming – Birthdays – Anniversaries – Over 90 Club – Veterans – Annual Gathering –
 - Request Meeting with Human concerns/worship committee to brainstorm ideas for improvement/enhancement
 - Fall 2009 Start
 - Fall 2010 Finish

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Finance Council Detailed Action Plan

- Item 2 - Improve communication on budget, debt, capital needs of parish by providing more detail more often.
 - Schedule either a quarterly or semi-annual presentation to the Parish
 - Include more financial information more often in the weekly bulletin and the Friendship Flyer
 - Provide information in charts and graphs
 - Create an Action Plan (Spring 2009)

- Item 3 - Improve breadth and depth of fundraising activities.
 - Ask for volunteers to make up a formal “Fundraising Team”
 - Set a monetary goal for the “Fundraising Team”
 - Create an Action Plan (Summer 2009)

- Item 4 - Develop long range plan for capital project needs for maintaining parish properties and facilities.
 - Conduct a “facilities audit” by June, 2009
 - Categorize items into groupings/categories, such as: Maintenance and Repair, Refurbishment, Renovation, New Construction
 - Establish estimated cost for each item
 - Prioritize items within category and between categories
 - Establish a “date for completion” for each item
 - Budget for items either in Operational Budget or Capital Budget
 - Appoint and/or reappoint knowledgeable parishioners to “Maintenance Committee”
 - Create an Action Plan (Summer 2009)

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- Item 9 -Develop more social functions to get the parish members to interact more frequently—could be combined with fundraising activities.
 - Call a for a joint meeting of Finance Council and “Social Committee”
 - Identify possible common opportunities
 - Create an Action Plan (Fall 2009)

- Item19 - Joint cost reduction efforts.
 - Call a joint meeting of the Pastors, the Finance Councils and Business Managers/Administrators of the five Neenah and Menasha parish’s
 - Conduct a facilitated S.W.O.T. analysis (Strengths, Weaknesses, Opportunities and Threats)
 - Take “Opportunities” and create an “Implementation Action Plan”
 - Implement the plan (Summer 2009)

- Item 19 – Develop list/matrix of skills & interests that parishioners have – could conduct in conjunction with upcoming parish census.
 - Collect information as a part of the updated parish census
 - Begin six months before parish commences the new Diocesan Parishioner Database and General Accounting systems (January 2010)
 - Update changes and new information (Summer 2010)
 - Have confidential information available to stakeholders as parish administration sees fit (October 2010)

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- Item 21 - Establish a target date for retirement of the debt related to the parish renovation, and prepare a plan for meeting the date.
 - Ask for 2-3 members of the St. Margaret Mary's Finance Council to develop a plan as requested
 - Share plan with other members of Finance Council
 - Share plan with parishioners by June, 2009
 - Monitor plan on a quarterly basis
 - Adjust timelines as needed or take corrective action as desired