

# Parish Pastoral Plan

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## Five – Ten Year Plan of Action

**Parish Pastoral Council**

**6/24/2015**

# St. Theresa Parish Pastoral Plan

St. Theresa Parish Pastoral Plan 2015

**Our Mission:** As a redeemed people strengthened by the Holy Eucharist under the special guidance and protection of Our Lady of the Holy Rosary and Saint Theresa; through our example, words and deeds strive to bring the Glory of God to our local community by sharing His Gospel through our Catholic Faith.

**Our Vision:** St. Theresa Parish primary responsibility is to be nurturing and responsive to the spiritual and social needs of its parishioners and local community inviting all to hear the Gospel through its ministries and outreach programs and encouraging all to journey to Heaven. Its next responsibility in a worldly sense is to be good stewards of its monetary and physical resources so that the parish is financially stable with no or minimal debt.

Located in the Puna District of the Big Island, St. Theresa Parish consists of two churches: St. Theresa of the Child Jesus, located in Mt. View and its mission church of Queen of the Holy Rosary in Keaau. The Parish's geographical boundaries encompass an area of approximately 120 sq. miles and are described by the Diocese as: "Parish boundaries: From Puna – Hilo Boundary to and including Hawaii Volcano National Park, midway between Pahoa and Keaau, up the mountain to and past Peck Road"<sup>1</sup> Originally a mission of Pahoa, Fr. Evarist Gielen, SS.CC. built the present St. Theresa's Church in Mt. View in 1935. In 1946 St. Theresa Church became its own parish and Holy Rosary Church in Keaau (Olaa) built in 1910 by Fr. Otto Duchting, SS.CC., became its mission. To this day, St. Theresa Parish serves and will serve the Catholic population within its defined boundaries and those who may be displaced from Sacred Heart Parish Pahoa due to the Lava Flow.

Currently the combined parishioners of both churches according to assigned donation envelopes number approximately 160 families. This is approximately 2% of the current total population of subdivisions within the parish's geographical boundaries. The number of parishioners has not had any remarkable growth since the year 2000. However it is the parish's desire to reach out to those who are inactive, have left the Church, newcomers, and to follow the footsteps of Father Damian who brought the Gospel to the people of Puna drawing conversions to the Catholic Faith. According to the Puna Community Development Plan, "Census population count in 2000 for Puna was 31,335. In March 2007 the estimated population was 43,071, an increase of over 37% in less than 7 years. By 2030, the population is projected to grow to approximately 75,000."<sup>2</sup> With this projected growth, it is with great hope that St. Theresa Parish will draw the Catholics among them and increase the Catholic Population through its diligent prayers and works.

At present Masses are celebrated in both churches. The parish has a thriving a Religious Education program for children, music ministries, liturgical ministries, family activities (Gym Night, Advent Wreath making workshop, Palm weaving workshop, Breakfast Sunday at Holy Rosary), RCIA is available, gatherings celebrating liturgical observances as well as random social gatherings for fellowship. Its adult and young parishioners are cohesive and integrated into all the ministries. The parish is spiritually united with an outlook towards a vibrant future. The parish seeks to focus its efforts in Evangelization, support of Marriage and Family Life and Stewardship in which parishioners will use their time, talent and treasure to realize its vision. Therefore, **the physical unification of parishioners of both churches into a single and new church has been carefully considered and the parish will proceed in that direction. It has been determined to build a new church and facilities located approximately midway between Mt. View and Keaau.**

<sup>1</sup>Document of Parish Boundaries – Diocese of Honolulu

<sup>2</sup>Puna Community Development Plan 2008 (Amended 2011) p. 3

**Evangelization:** The parish seeks to nurture its parishioners and reach out to the community by providing ways in which the Gospel is presented.

Goal: Reintegrate inactive parishioners, non practicing Catholics and alienated Catholics into the parish. Invite and integrate non Catholics through its ministries and programs.

- Objectives:
1. Strengthen, support and maintain current programs.
  2. Establish new orthodox exciting evangelical events such as Parish Missions and Retreats.

Program	Plan of Action	Responsible Party	Resource (current)	Stakeholders	Measures	Time Frame	Cost	Needs
RCIA	Recruit Core Team of Mentors and Faith Formation Director  Invite parishioners to share their knowledge and talents	Priest, RE Director, Adult Faith Formation Coordinator	Diocese, Catholic Materials, Conferences, Events	Priest, RE Director, Faith Formation Coordinator, non practicing and alienated Catholics, non Catholics, RCIA Mentors	1. Number of Mentors 2. Number of participants 3. Program is Continuing	1-5 Yrs recruitment is completed. 5-10 yrs. program established 10 yrs + Continuing and growing	Time Money Cost of Publications, videos and Instructional aides, cost of Conference fees Cost of Refreshments	Conference Room or Classrooms Laptop Projector Screen Refreshments  Restrooms
RE	Recruit RE Instructors  Recruit for RE Director	Priest, RE Director, current instructors	Diocesan Office of RE, Publications providers, School Supplies,	Instructors, students, Priest, Diocese, Resource Providers	Number of Teachers, participants >10 continuing program	1-5 yrs recruitment ongoing 5-10 yrs program is strong and established 10 yrs + program is growing	Time Money Publications, videos, instructional aides, cost of training teachers	Classrooms to accommodate 100 students, grades 1 - Confirmation 5-6 class rooms Instructional Aids  Restrooms
Parish Retreats and Mission	Find and coordinate retreats and mission emphasizing the Gospel of Jesus Christ, Catechesis  Invite Parishioners, inactive Parishioners  Encourage parishioners to invite family, friends and neighbors	Priest, RE Director, Adult Faith Formation Director RCIA Mentors	Retreat Masters Publications Diocese Catholic Speakers Missionary Orders and Communities	Priest, coordinators, RE and Faith Formation Director, parishioners, RCIA Mentors, Diocese of Honolulu, Resource Providers	Events at least twice a year Participants >25	1-5 yrs identify retreats of interest to the parish and schedule one 5-10 yrs Retreats and Missions scheduled twice a year 10yrs + continuing events 2x/yr and increasing to more	Stipend of Retreat Master and Missionaries Airfare and accommodations Refreshments for Attendees	Parish Hall with Kitchen Conference Room or classrooms  Instructional Aids and Audio Visual Equipment  Restrooms
Family Gym Night (monthly every 1 <sup>st</sup> Sunday)	Recruit organizers and assistants, Publicize Event, Invite Parishioners, Invite inactive and alienated , Invite community as guests	Priest, Gym Night Coordinator, RE Instructors, RCIA Mentors,	County Gyms  Holy Rosary formerly had a gym on its property	Parish families, teachers, priest, community, children, teens, and adults 18 +	Participating families >10 Total participants >30 Program continues monthly	1-5 yrs identify coordinators, establish location(s), invite parish families and others 5-10yrs + program established, more participants, program continues	Time, Effort, Resources	Gym, Athletic Equipment For different age groups, Open outdoors area(field), Kitchen area for snacks, Restrooms

	<b>Plan of Action</b>	<b>Responsible Party</b>	<b>Resource (current)</b>	<b>Stakeholders</b>	<b>Measures</b>	<b>Time Frame</b>	<b>Cost</b>	<b>Needs</b>
Monthly Breakfast or Dinner	<p>Coordinate a monthly Breakfast or Dinner</p> <p>Invite Parishioner,</p> <p>Invite inactive and alienated</p> <p>Invite community as guests</p> <p>Recruit more people for the Hospitality Ministry</p>	Hospitality Ministry	Container Kitchen and Lanai or STC Conference Room and Father's Garage	Parishioners, Priest, Community, Grocery Stores, Diocese	Attendees>20	<p>1-5 yrs establish this event and coordinators</p> <p>5-10 yrs identify coordinators to succeed previous ones Venues are established Coordination is standardized</p> <p>10yrs+ continues and is continually improving</p>	<p>Time Effort Food Necessary items to conduct ministry</p>	<p>Kitchen Dining area to accommodate 100-120 people</p> <p>Tables Chairs Paper Goods Water and Juice jugs Coffee makers</p> <p>Restrooms</p>
Parades, Parish Concerts, Parish Bazaars	<p>Parish will participate in Community Parades</p> <p>Parish will present concerts</p> <p>Parish will conduct bazaars for socialization and fundraising</p>	Priest, Pastoral Council, Finance Committee, Parishioners	Parish, Parishioners, community	Parishioners, Priest, Community, Grocery Stores, Diocese	Parishioner involvement other than parish leadership	<p>1-5 yrs establish this event and coordinators</p> <p>5-10 yrs identify coordinators to succeed previous ones Venues are established Coordination is standardized</p> <p>10yrs+ continues and is continually improving</p>	Time, effort, cost of materials	Staging area – outdoor covered gathering space, parish hall
Parish Website	<p>Build and maintain website</p> <p>Invite parishioners and community to look at website</p>	Priest, Pastoral Council, Finance Committee, Secretary						
Liturgy and Devotions	<p>Provide 4 Mass times</p> <p>Establish Mass Times convenient to most Parishioners</p> <p>Extraordinary Form Mass for those who prefer</p> <p>Continue Recruiting Altar Servers</p>	Priest, Liturgical Coordinator, Altar Server Coordinator						<p>Church to accommodate approx. 250 people</p> <p>Church furnishings</p> <p>Vestments</p> <p>Devotional Materials</p> <p>Organ</p> <p>Choir space</p>

**Marriage and Family Life:** The Parish seeks to support and strengthen Marriage and Family Life in accordance with the Church's recognition that the Family is a Domestic Church.

Goal: The parish seeks to promote Marriage and Family as the foundation and strength of society.

Objectives:

1. Promote and encourage Sacramental Marriage for young adults according to the Church's teachings.
2. Promote being open to children- that parents are cooperating with God in his creation of new souls.
3. Provide family activities and opportunities for family prayer
4. Assist young parents
5. Increase Pro-Life Activities
6. Promote and Encourage Youth involvement



## Marriage and Family Life

Program	Plan of Action	Responsible Party	Current Resources	Stakeholders	Measures	Time	Costs	Needs
Marriage Preparation  Marriage Strengthening	Invite the engaged to prepare for marriage the Catholic Way  Recruit couple mentors to guide engaged couple  Provide Resources Coordinate retreats and speakers	Priest, mentors, engaged couple, parents of couple	Priest, Engage Encounter, Marriage Encounter	Priest, Engaged couples, married parishioners, community	Number of Weddings per year  Number of vow renewals, celebrations and blessings of anniversaries  Openness to children, number of children	1-5 yrs – establish program, recruit mentors, invite engaged couples to avail of program	Cost of Marriage Preparation Classes, publications, Retreats and conferences	Meeting area – Classroom or Conference Room
Family Gym Night (monthly every 1 <sup>st</sup> Sunday)*	Recruit organizers and assistants  Publicize Event  Invite Parishioners  Invite inactive and alienated  Invite community	Priest, Gym Night Coordinator, RE Instructors, RCIA Mentors,	County Gyms   Holy Rosary formerly had a gym on its property.	Parish families, teachers, priest, community, children, teens, and adults 18 +	Participating families > 10 Total participants > 30 Program continues monthly		Time, Effort, Resources	Gym Athletic Equipment For different age groups Open outdoors area (field)  Kitchen area for snacks  Restrooms
Parenting Classes	Recruit stable married couples to assist and mentor younger parents as well as to support distressed parents/families	Priest, PPC	Priest, PPC, Parishioners, Diocese	Parents, Children, mentors, Priest, teachers	Number of involved mentors and families	1-5 yrs – establish program 5 yrs + maintain and strengthen program, continue availability	Time Effort Resource	Classrooms or Meeting rooms
Respect Life	Promote	Priest, PPC, Respect Life Coordinator	Priest, Diocese, CCL, ALL	Priest, Parishioners, Community	Parish involvement	1-5 yrs – establish	Time, Effort Resource Cost	Classrooms/Conference Rooms
Youth Activities and Vocations Promotion	Identify Youth Minister, Retreats, Community outreach	Priest, Youth Minister	Priest, Diocesan Office of Youth Ministry and RE Director	Youth, community, Parishioners, Families	Visibility of youth in Parish Life	1-5 yrs – establish		Class/Meeting rooms Admin supplies Audio and Visual

**Stewardship:** Stewardship – the sharing of time, talent and treasure is necessary to keep a parish moving forward especially in Faith, the proper celebration of Liturgy

Goal: More than half of St. Theresa parishioners (including those who attend Holy Rosary) will be involved in Stewardship.

Objectives:

1. Grow involvement in church ministries through Evangelization efforts.
2. Identify and develop talent among parishioners so that they are able to serve in various ministries.
3. Determine Financial Status of Parish (Assets and Net worth)
4. Determine Fundraising/Capital Campaign Capability of Parish
5. Lease St. Theresa Convent and Hall to generate income
6. Encourage Sacrificial Giving and motivate parishioner to fund raise for parish needs.

Program	Plan of Action	Responsible Party	Current Resources	Stakeholders	Measures	Time	Costs	Needs
Church Ministries per Evangelization Efforts	Recruit as stated above	Priest, PPC	Priest, PPC, Diocese, Publication and Materials	Diocese, Priest, Parishioners, Community	Involvement of Parish	1-5 yrs	Cost of needs of ministries	Office Space, Classrooms, Meeting Rooms, Gathering areas
Outreach Ministries	Maintain Food Pantry and Bereavement Ministry	Priest, Food Pantry Coordinator, PPC	Hawaii Food Basket, Grants, Parishioners Generosity	Priest, Food Pantry Coordinator, PPC, Community, Parishioners	Number of participants in program	1-5yrs +	Cost of Food, Admin Cost, Time Effort	Office Storage area Distributing room
Treasure Management	Recruit Stewardship Coordinator and Committee  Communicate with parishioners  Determine Financial Status and capability to raise funds  Lease out St. Theresa convent and Hall  Encourage Sacrificial giving  Plan and execute fund raisers	Priest, Finance Committee, PPC	Parishioners and General Community, Waters of Life Charter School	Priest, Parish, Finance Committee, PPC, Community Future/Potential Lessee for St. Theresa Convent and Hall	Number of participants  Raise \$500,000 +	1-5yrs+ establish Stewardship Team and beginning communications  Beginning Sacrificial Giving  5-10 yrs Sacrificial Giving is ongoing and goal amount is reached	Time Effort Communication Costs	Office Space, Meeting Area,

## Physical Facilities

The current physical facilities are capable of supporting the Pastoral Plan while the parish builds a new church and facilities with completion targeted in the next 10 – 15 years. With continued maintenance and performance of recommended repairs, both churches should have an extended life of at least another 50 years. The parish will be comfortably able to execute its pastoral plan while in transition to a new location and while constructing a new church, rectory and multipurpose hall. At present, the plan is to keep St. Theresa Church property, perhaps as a mission in consideration of the parishioners who live closer to Volcano.

Bishop Silva met with parish leadership on March 13, 2015 regarding the letter sent to him on January 14, 2015 requesting cancellation of a Letter of Intent to exchange the Holy Rosary property of approximately three quarters (3/4) of an acre **zoned Residential** for six (6) acres *of agricultural land owned by W.H. Shipman*. The Parish Pastoral Building Committee had researched and consulted professionals regarding the value of the 6 acres and the value of HRC property. These efforts revealed that the proposed agreement/deal was not in the best fiduciary interest of the parish and not the best way to support the Pastoral Plan. The anticipatory value of the HRC property can provide a substantial portion of funds required in the construction of a new church. These findings along with information on the population growth within the parish's geographical boundaries were presented to the Bishop. The Bishop agreed to cancel the Letter of Intent and discontinue any negotiations with W.H. Shipman Ltd.

In support of the Pastoral Plan, **the goal is to build a new church while maintaining and repairing both churches to support the ongoing parish functions and fundraising efforts.** This new church and supporting structures would consist of:

1. Church – for the celebration of Masses and administration of Sacraments
2. Rectory
3. A multipurpose large structure that would include office space, a kitchen, and can be configured into separate classrooms or meeting rooms
4. Outdoor covered area for gatherings and events

**The parish is currently looking for a new site on which to build. The following criteria will be used in considering properties.**

- a. **Approximately equidistant between Keaau and Mt. View- it can be a little biased in either direction**
- b. **5 acres minimum – (larger parcels will be considered if the price is reasonable -only the area in which the facilities will be built will be developed while the rest will be available for any future endeavors)**
- c. **Viable existing structures on properties will be considered and evaluated on its merits**
- d. **Topography – land formation**
- e. **Proximity of utilities**
- f. **Visibility from highway is ideal but consideration will be given to properties meeting most of the criteria**



## St. Theresa Parish Facilities Plan

### *Years One to Five*

<b>Year 1-5</b>	<b>Year 1-5</b>	<b>Year 1-5</b>	<b>Year 1-5</b>	<b>Year 1-5</b>
<b>Cancel LOI – allows parish to move forward</b>	<b>Repair and Maintain Both Churches</b>	<b>Inform Parishioners</b>	<b>Property Purchase Considerations</b>	<b>Review and comply with Diocesan Checklist for New Construction</b>
Letter submitted Jan 14, 2015. Bishop agreed to cancel negotiations with W.H. Shipman Ltd. on Mar 13, 2015	Make recommended repairs in order of priority per assessment by Engineering Partners Inc.	Website, Letter enclosed in bulletin, announcement at Masses	Undeveloped land of at least 5 acres Cost of Property should not exceed \$ _____  Potential Property: Lau Property – 30 acres behind Filipino Cemetery on Hwy 11 and Ala Rd.	Submit Letter of Intent regarding Church and Non-Worship space
	Volunteers can do some work/repairs	Bulletin	Land with existing structure Should not to exceed \$ _____  Existing structure can facilitate onsite construction of new church - conduct parish business, rectory, gathering space for parishioners while Church and other supporting structures are built and in which fundraising events can be held  Potential Property:	Wait for Bishop's Approval
	Identify contractors and solicit bids – estimates on assessments seem overpriced	Town Hall with Priest and Bishop if possible		Meet with Diocesan Liturgical Rep.
	Cost of repairs drawn from Repair and Maintenance Funds Will encourage donations and conduct fundraisers	Send Letters to Parishioners		Schedule Briefing from Diocesan Planning and Building Committee
				Begin identifying Architect/Consultant and Request for Fee Proposal
				Bids
				PPBC and Priest select Architect/Consultant
				Master Facilities Plan Developed
				Architectural Renderings Ready
				Presentation of Master Plan and Architectural Renderings to Parish
				Develop Brochures to solicit donations
				Project Cost Estimate determined and presented to parishioners

## St. Theresa Parish Facilities Plan

### *Years Five to Ten*

Year 5 -5.5	Year 5.5 - 6	Year 6	Year 6.5 -7	Year 7-10	Year 10	10 +
<b>Begin Design Phase</b>	<b>Begin Schematic Design Phase</b>	<b>Design Development -</b>	<b>Architect Develops Biddable Construction Documents</b>	<b>Begin Construction Phase</b>	<b>Completion of New Church</b>	Transition to new Church
<b>Complete Design Phase</b>		Drawings and Specifications completed And submitted for final approval by Parish	PPBC and Architect bid the project to Contractors	Continue with construction of church and hall	Dedication and Begin Liturgical Celebrations	Sell HRC Property Sell STC Property
Fundraising, donation solicitation, sacrificial giving	Fundraising, donation solicitation, sacrificial giving	Fundraising, donation solicitation, sacrificial giving	Accept Bid and obtain Diocesan Approval (Bids are reviewed to ensure costs are within budget.	Continue Fundraising, donations, etc.	Fundraising, donation solicitation, sacrificial giving	Build Rectory
Continue information dissemination to parish	Continue information dissemination to parish	Continue information dissemination to parish	Announce winning Contractor	Continue information dissemination to parish	Continue information dissemination to parish	Fundraising, donation solicitation, sacrificial giving
Repair and maintain current facilities	Repair and maintain current facilities	Repair and maintain current facilities	Obtain Loan	Repair and maintain STC	Repair and maintain STC	Continue information dissemination to parish
			Fundraising, donation solicitation, sacrificial giving			