

The Lynn Catholic Collaborative of St. Mary and Sacred Heart

Offices: 8 South Common Street Lynn, MA 01902

School: 581 Boston Street Lynn, MA 01905

Collaborative Vision Statement

We are a joyful community of missionary disciples that welcomes all. As we journey together, we will encounter Jesus through prayer, study and the Sacraments, and by our service make Him known.

Collaborative Goal 1	Bring men between the ages of 14-29 to the discernment dinner and/or retreat – a total of 10 men by June 30, 2019, increased to an overall total of 20 by June 30, 2020, and increased to an overall total of 35 by June 30, 2021.
Primary Oversight Who needs to be kept informed of progress but not actively involved. Normally a member of the clergy	Pastor
Primary Point Person This is the person who is actively engaged and coordinating the implementation of the goal	Director of Ministries
Other Key Persons People actively engaged in implementing the goal	Vocations Committee Priests Deacons Principal Adults involved in Youth Ministry
Key Strategies & Milestones Strategies are a collection of milestones to achieve the goal. Milestones are markers to ensure progress toward achieving the goal.	
Milestones	By When
Expand the Vocations Committee. We currently have five people in the committee, mostly from Sacred Heart parish.	November 1, 2018
Identify men who we will invite to the St. Andrew's dinner and the Discernment retreat.	December 31, 2018 December 31, 2019 December 31, 2020

Milestones & Tasks

Tasks are specific things needed to reach a milestone.

Milestone 1: Expand the Vocations Committee. We currently have five people in the committee, mostly from Sacred Heart parish.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Determine appropriate size structure of the committee	Vocations Committee	2	July 1, 2018 – July 31, 2018	None	
Determine the qualities and criteria of a committee member	Vocations Committee	2	Aug. 1, 2018 – Aug. 31, 2018	None	
Determine specific individuals for the committee.	Vocations Committee Pastoral Staff Principal	3-4	Sept. 1, 2018 – Sept. 30, 2018	None	
Ask the people to be on the Vocations Committee	Pastor or Vocations Committee	3-4	Oct. 1, 2018 – Oct. 31, 2018	None	

Milestone 2: Identify men who we will invite to the St. Andrew's dinner and the Discernment retreat.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Confirmation Program	Director of Confirmation Priests Seminarians	Class Time	Oct. 1 – May 31	None	
Summer Activities/Camp	Youth Ministry Priests Seminarians Director of Ministries	4 Weeks	Feb. 1 – Aug. 31	\$1500	Three weeks for planning and one week for camp/activities. Creating new activities designed for males 14-29 focused on vocations

Meetings at local High Schools and College, local community events	Youth Ministry Priests Principals/ Directors of Schools Guidance Counselors Seminarian	Planning 30 hours Events TBD	During each school year	\$1500	Plan events around when college kids are home from college Would be good to have seminarians that went to that school Work to join existing school events \$500 per year for supplies – ie. giveaways
Bring seminarians to Masses to talk about their Vocations Stories	Director of Ministries Vocations Committee	9 hours	Spring, Summer, Fall	None	Should happen several times a year to be more visible and important Three events during the year – spring, summer and fall
Resource on Website	Vocations Committee Collaborative Admin	Ongoing	Ongoing	None	Link on the homepage of the website with info about vocations

<p style="text-align: center;">Collaborative Goal 2</p>	<p>Establish a comprehensive collaborative youth ministry that provides a community of faith for middle and high school aged young people, who gather and participate regularly in the life of our parish communities by 2021.</p>
<p style="text-align: center;">Primary Oversight Who needs to be kept informed of progress but not actively involved. Normally a member of the clergy</p>	<p>Pastor</p>
<p style="text-align: center;">Primary Point Person This is the person who is actively engaged and coordinating the implementation of the goal</p>	<p>Youth Minister</p>
<p style="text-align: center;">Other Key Persons People actively engaged in implementing the goal</p>	<p>Director of Ministries Parents of Middle and High School Youth Principal Director of Confirmation</p>
<p>Key Strategies & Milestones Strategies are a collection of milestones to achieve the goal. Milestones are markers to ensure progress toward achieving the goal.</p>	
<p>Milestones</p>	<p>By When</p>
<p>Coordinate with parents to determine the needs and desires of families with middle and high school youth.</p>	<p>June 30, 2019</p>
<p>Hire a youth minister.</p>	<p>October 1, 2019</p>
<p>Increase the number of engaged families to 20 families with middle and high school youth.</p>	<p>June 30, 2020</p>
<p>Increase the number of engaged families to 30 families with middle and high school youth.</p>	<p>June 30, 2021</p>

Milestones & Tasks

Tasks are specific things needed to reach a milestone.

Milestone 1: Coordinate with parents to determine the needs and desires of families with middle and high school youth.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Identify parents with middle and high school youth.	Director of Ministries Priests Deacons Principal	3	July 1, 2018 - Oct. 31, 2018	None	
Have a focus group to list priorities for youth in the collaborative	Director of Ministries	20	Nov. 1, 2018 – March 31, 2019	\$300	Three meetings during spring 2019 90 minutes each – January, February, March The goal of these meetings will be to develop a vision for youth ministry RCAB has resources to help with these meetings
Work with parents to develop a job description for a youth minister.	Director of Ministries Parents Priests	5	May 1, 2019 – May 31, 2019	\$100	The job description will come from the discussion in the parent focus group. Preference will be for a full-time position.

Milestone 2: Hire a youth minister.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Include in Collaborative Budget, starting with 2019-2020	Director of Ministries	1	Annually	\$20,000- \$65,000	Range from part-time to full-time. Ideal is full-time
Advertise job opening	Director of Ministries	2	June 1, 2019 – June 30, 2019	None	RCAB, Indeed.com, Catholic Radio Focus Ministries Website, St. John's Theological Institute, Boston College, Franciscan Alumni Network Catholic Jobs Website – idealist.org Youth Ministry Websites

Conduct Interviews	Pastor Director of Ministries Director of F&O Parents	10	July 1, 2019 – July 31, 2019	None	
Milestone 3: Increase the number of engaged families to 20 families with middle and high school youth.					
Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Recruit adult leaders	Director of Youth Ministry Priests Director of Ministries	20	Aug. 1, 2019 – Oct. 31, 2020	\$200	Identify appropriate adults in Collaborative Determine the amount of commitment we are requesting from them Talk with each adult A minimum of four adults, male and female
Train and prepare the adult leaders.	Director of Youth Ministry	25	Nov. 1, 2020 – Feb. 28, 2020	\$750	6 meetings over three months = 15 hours Preparation = 10 hours RCAB has resources to help with training Empower from Lifeteen, and Young Life are other resources
Plan at least two to three activities for the upcoming year	Director of Youth Ministry Adult Leaders	15	Mar. 1, 2020 – May 31, 2020	\$200	Five hours of planning for each event. These will be events, to be determined by youth minister and leadership team, in addition to the normal duties of the Director of Youth Ministry

Milestone 4: Increase the number of engaged families to 30 families with middle and high school youth.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Recruit adult leaders	Director of Youth Ministry Priests Director of Ministries	20	TBD depending on structure	\$200	Identify appropriate adults in Collaborative Determine the amount of commitment we are requesting from them Talk with each adult A minimum of four adults, male and female
Train and prepare the adult leaders.	Director of Youth Ministry	25	TBD depending on structure	\$750	6 meetings over three months = 15 hours Preparation = 10 hours RCAB has resources to help with training Empower from Lifeteen, and Young Life are other resources
Plan at least two to three activities for the upcoming year	Director of Youth Ministry Adult Leaders	15	TBD depending on structure	\$200	Five hours of planning for each event. These will be events, to be determined by youth minister and leadership team, in addition to the normal duties of the Director of Youth Ministry

Collaborative Goal 3	Increase Evangelical Catholic small groups of 8-12 people to 11 groups by 2019, 16 groups by 2020, and 21 groups by 2021, including a minimum of 2 men's groups, 2 women's groups, and 2 family groups.
-----------------------------	---

Primary Oversight Who needs to be kept informed of progress but not actively involved. Normally a member of the clergy	Pastor
--	--------

Primary Point Person This is the person who is actively engaged and coordinating the implementation of the goal	Director of Small Groups
---	--------------------------

Other Key Persons People actively engaged in implementing the goal	Director of Ministries Small Group Leaders
--	---

Key Strategies & Milestones
Strategies are a collection of milestones to achieve the goal.
Milestones are markers to ensure progress toward achieving the goal.

Milestones	By When
Hire a Director of Small Groups.	September 1, 2018
Train new small group leaders.	January 31, 2019 January 31, 2020 January 31, 2021
Create the small groups.	Ash Wednesday 2019 Ash Wednesday 2020 Ash Wednesday 2021

Milestones & Tasks
Tasks are specific things needed to reach a milestone.

Milestone 1: Hire a Director of Small Groups.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
------	----------	--------------	------------	----------------------------	-------

Advertise job opening.	Director of Ministries	2	July 1, 2018 – July 31, 2018	None	RCAB, Indeed.com, Catholic Radio How to advertise to current youth ministers and pastoral associates Focus Ministries Website, St. John's Theological Institute, Boston College, Franciscan Alumni Network Catholic Jobs Website – idealist.org Youth Ministry Websites
Conduct Interviews	Pastor Director of Ministries Director of F&O Small Group Leader	10	July 1, 2018 – July 31, 2018	None	
Milestone 2: Train new small group leaders.					
Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Determine who the small group leaders will be	Director of Small Groups Pastor Small Group Leaders	3-4	May 1 – June 30	None	Need to have a minimum to meet the goal of small groups for each year
Ask the people to be the small group leaders	Small Group Leader Director of Ministries Director of Small Groups	10	July 1 – July 31	None	

Run the small group leader training	Director of Small Groups	36	Sept. 1 – Jan. 31	\$6000	EC subscription and supplies 2 hours per week for 14 weeks and a Saturday Retreat
Milestone 3: Create the small groups.					
Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Invitation by Social Media	Director of Small Groups Youth Ministry	1-2 per week	2 months before Lent	None	Include video of a current small group member sharing their experience. Video of a sample small group session (trailer of one 90-minute session)
Embolden people to invite others into a small group	Director of Small Groups Small Group Leaders	Ongoing	Ongoing	None	Something in bulletin to invite friends Focused on small group leaders and current small group members Engage the leaders and groups that we already have in the Collaborative
Invitation at Masses	Director of Small Groups Priests Lectors Small Group Leaders Family Faith Formation	14 Hours	Two different weekends prior to Lent	None	Something after Masses to let people know what the small groups are – possibly during donuts or pancake breakfasts Have current small group members speak at all Masses This includes before and after Masses
Invitation to School Families	Director of Small Groups Principal	6 hours	Based on school calendar	None	Be present at school events prior to the start of small groups Three two-hour events

Haitian and Congolese Communities	Director of Small Groups Community Group Leaders	12 Hours	Two weekends prior to Lent	None	Speak Masses at their cultural events RCAB has resources that can help us Two Masses with each community and two events with each community
-----------------------------------	---	----------	----------------------------	------	---

<p align="center">Collaborative Goal 4</p>	<p>Grow the spiritual life of the Collaborative through education and possible new opportunities of prayer and worship, increasing to 100 people weekly by June 30, 2019, increasing to 175 people weekly by June 30, 2020, and increasing to 300 people weekly by June 30, 2021.</p>
<p align="center">Primary Oversight Who needs to be kept informed of progress but not actively involved. Normally a member of the clergy</p>	<p>Pastor</p>
<p align="center">Primary Point Person This is the person who is actively engaged and coordinating the implementation of the goal</p>	<p>Director of Ministries</p>
<p align="center">Other Key Persons People actively engaged in implementing the goal</p>	<p>Director of Music Ministry Asst. Director of Music Ministry Director of Small Groups Small Group Leaders Collaborative Admin Director of Family Faith Formation</p>
<p align="center">Key Strategies & Milestones Strategies are a collection of milestones to achieve the goal. Milestones are markers to ensure progress toward achieving the goal.</p>	
<p align="center">Milestones</p>	<p align="center">By When</p>
<p align="center">Establish a Spiritual Life Committee.</p>	<p align="center">October 31, 2018</p>
<p align="center">Create a Communications Committee</p>	<p align="center">October 31, 2018</p>
<p align="center">Current ministries work with Spiritual Life Committee to create descriptions, explanations and invitations of all current prayer/worship opportunities</p>	<p align="center">January 31, 2019</p>
<p align="center">Develop a communications plan.</p>	<p align="center">February 28, 2019</p>

Spiritual Life Committee to pray for the Collaborative and expand the prayer and worship opportunities, including descriptions, explanations and invitations.

June 30, 2021

Milestones & Tasks

Tasks are specific things needed to reach a milestone.

Milestone 1: Establish a Spiritual Life Committee.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Determine appropriate size structure of the committee	Pastor Director of Ministries Pastoral Staff Collab. Council	2	July 1, 2018 – July 31, 2018	None	
Determine the qualities and criteria of a committee member	Pastor Director of Ministries Pastoral Staff Collab. Council	2	Aug. 1, 2018 – Aug. 31, 2018	None	The Spiritual Life Committee should include members of the various communities
Determine specific individuals for the committee.	Pastor Director of Ministries Pastoral Staff Collab. Council	3-4	Sept. 1, 2018 – Sept. 30, 2018	None	
Ask the people to be on the Spiritual Life Committee	Pastor or Director of Ministries	3-4	Oct. 1, 2018 – Oct. 31, 2018	None	

Milestone 2: Create a Communications Committee					
Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Determine appropriate size structure of the committee	Pastor Director of Ministries Pastoral Staff Collab. Council Collab. Admin	2	July 1, 2018 – July 31, 2018	None	
Determine the qualities and criteria of a committee member	Pastor Director of Ministries Pastoral Staff Collab. Council Collab. Admin	2	Aug. 1, 2018 – Aug. 31, 2018	None	The Communications Committee should include members of the various communities Each member needs to be willing and able to set time aside each week to pray for the Collaborative
Determine specific individuals for the committee.	Pastor Director of Ministries Pastoral Staff Collab. Council Collab. Admin	3-4	Sept. 1, 2018 – Sept. 30, 2018	None	
Ask the people to be on the Communications Committee	Pastor or Director of Ministries	3-4	Oct. 1, 2018 – Oct. 31, 2018	None	

Milestone 3: Current ministries work with Spiritual Life Committee to create descriptions, explanations and invitations of all current prayer/worship opportunities

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Spiritual Life Committee create a template for ministry descriptions	Spiritual Life Com.	4	Nov. 1, 2018 – Nov. 30, 2018	None	
All current ministries fill out the template and return to the Spiritual Life Committee	All Ministry Leaders	1 hour per ministry	Dec. 1, 2018 – Jan. 31, 2019	None	

Milestone 4: Develop a communications plan.

Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Assess current methods of communication	Communications Com.	2	Nov. 1, 2018 – Nov. 30, 2018	None	People are not coming because they do not know and understand what is happening, fear of doing something new, and not understanding the value within their life as a disciple.
Determine target audiences	Communications Com.	2	Dec. 1, 2018 – Dec. 31, 2018	None	
Create and implement new and improved ways to reach those audiences	Communications Com.	6	Jan. 1, 2019 – Feb. 28, 2019	None	The communications plan needs to include methods to deliver information as well as to receive information, ie. Facebook survey

Work with the Spiritual Life Committee to determine the content being communicated	Communications Com. Spiritual Life Com.	Ongoing	Ongoing	None	
Milestone 5: Spiritual Life Committee to pray for the Collaborative and expand the prayer and worship opportunities, including descriptions, explanations and invitations.					
Task	By Whom?	Hours Needed	Time Frame	Financial Resources Needed	Notes
Create a specific Collaborative Prayer	Spiritual Life Com.	4	Feb. 1, 2019 – Mar. 31, 2019	None	
Work with current leaders to identify opportunities to enhance the ministry	Spiritual Life Com. Ministry Leaders	Ongoing	Ongoing	None	
Brainstorm and implement new prayer and worship opportunities when needed	Spiritual Life Comm.	Ongoing	Ongoing	None	New prayer opportunities will be based on the need of the Collaborative