**PARISH PLANNING SUPPORT**

**Session 1: Priorities, SMART Goals and Milestones**

**Facilitation agenda**

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| Diocese: | H-T | Date: | Fall 2018 |

| **VA** | **LA** | **Activity** | **Start** | **Min** | **Cons** |
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|  |  | **Pre-Session Preparation:*** Writing teams complete parish assessment tools for Sunday Experience, Parish Social Ministry, and Adult Faith Formation found in Convocation Binder
* Completed copies of the assessments should be provided for each Writing Team
 |  |  |  |
|  |  | **Introduction**  |  |  |  |
|  |  | Arrival and Coffee | 8:45 | 15 |  |
| 2 |  | **Introduction & goals for the day -** ***Why are we here?**** Present a sample plan and the general strategic framework
 | 9:00 | 10 |  |
| 3 | 4 | **Prayer and Discernment - *What is God calling us to do & how will we respond?**** Diocesan Discernment Rosary
* Allow for sharing of lights and insights
 | 9:10 | 30 |  |
|  |  | **Change** |  |  |  |
| 4-22 | 5-9 | **Change vs. Transition - *What are we experiencing?**** Present concepts
* Group work to discuss current status in parish - what are we experiencing
 | 9:40 | 30 |  |
| 23 | 11 | **Phases of Performance & Change - *What will this look like at our parish?**** Introduce Phases and explain
* Group Discussion: How does this look at our parish? What can we expect?
 | 10:10 | 30 |  |
|  |  | **BREAK** | **10:40-10:50** | **10** |  |
| 24-26 |  | **Establishing a Baseline - *Where are we today?**** Present/review evaluation criteria (9 & 5, assessment tools) (10 min)
* Group Work: Parish teams discuss evaluation criteria in the areas of Adult FF, Sunday Experience and Outreach (teams should have copies of their own parish's assessments); Teams identify top 3 areas of focus from each priority area (15 minutes for each priority)
 | 10:50 | 55 |  |
|  |  | **Priority planning - SMART Goals** |  |  |  |
| 27-33 | 12-16 | **SMART Goals - *Where are we going?**** Present concept of SMART Goals (OAG) and related criteria (10 minutes)
* Review examples of SMART Goals (5 minutes)
* Present SMART Goals in light of 3 Diocesan Parish Priorities - Adult FF, Sunday Experience, Outreach
 | 11:45 | 15 |  |
|  |  | **Lunch** | **12:00** | **30** |  |
|  | 17-19 | **Draft SMART Goals - Part 1*** While finishing lunch - Group Work: Parish teams draft a SMART Goal for each Priority - Adult FF, Sunday Experience, and Outreach
* Each parish team breaks up into three groups, each group drafts SMART Goal for one of the 3 Priorities
 | 12:30 | 15 |  |
|  | 17-19 | **Draft SMART Goal - Part 2*** Each group presents their draft SMART Goal for feedback from their parish team and finalizes all three SMART Goals as a parish team (15 min per OAG)
 | 12:45 | 45 |  |
|  |  | **Priority planning - Milestones** |  |  |  |
| 34-35 | 20-23 | **Draft Milestones - Part 1*** Present concept of Milestones and related criteria (10 min)
* Group Work: Parish teams draft Milestones for each Priority/SMART Goal:
* Each parish team breaks up into three groups, each group drafts Milestones for one of the 3 SMART Goals
 | 1:30 | 40 |  |
|  | 20-23 | **Draft SMART Goals - Part 2*** Parish teams reunite and each group shares the SMART Goals they propose for their Objective and receives feedback from parish team (each groups gets 10 minutes)
 | 2:10 | 30 |  |
|  |  | **Break** | **2:10** | **10** |  |
|  | 20-23 | **Draft Milestones- Part 3*** Parish teams work together to finalize Milestones based on feedback (20 min per Priority/SMART Goals)
* Teams should end with near final drafts
 | 2:20 | 60 |  |
|  |  | **Recap and Preview Day 2** | 3:10 | 5 |  |
| 36 |  | **Honorable Closure** | 3:15 | 15 |  |
|  |  | **Conclude** | **3:30** |  |  |