

# **Holy Infant Catholic Church**

## **Accountability Report for the Long-Term Strategic Plan for Fiscal Years 2011-2015**

*Compiled by: Parish Planning Committee  
October 2015*

## **OVERVIEW**

As July 2015 marked the end of the term described in the Long-Term Strategic Plan for Fiscal Years 2011-2015, the Parish Planning Committee worked with the parish commissions, ministries, staff and pastor to assess our parish's success addressing the priorities identified in the long-term strategic plan. We used this information to understand our achievements over the last five years and inform our direction for long-term strategic planning going forward.

The purpose of this Accountability Report is to document our parish's progress toward fulfilling the goals and objectives for each long-term strategic priority for fiscal years 2011-2015. In these pages you will find a detailed update regarding the implementation of activities, programs and development opportunities that helped our parish address and meet our long-term strategic priorities. Based on evidential data, this report describes whether each objective from the Long-Term Strategic Plan was met, partially met, not met or still ongoing.

Through this assessment, we as a parish are able to understand the full impact of our many activities and programs on our parish and community. Most importantly, this report reflects how many hands make light work and the efforts of many certainly achieved wondrous results in Jesus' name.

We hope that this report will inspire you to participate in one or more of the many ministries and activities of our parish.

*In the Spirit of St. Francis de Sales*

*Holy Infant Parish Planning Committee  
Mark Bright, Chairman*

## Priority: Formation – Faith Development and Liturgical Life

<p><b>Goal:</b> Holy Infant will embrace faith and liturgical formation as a community-based, lifelong journey.</p>	
<p><b>Objective 1:</b> Recognizing liturgy as the source and summit of our faith experience, actively respond to the need for consistent and ongoing training and education in all aspects of the church's liturgical life.</p> <p><b>Status: Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• In order to prepare for the implementation of the Revised Roman Missal, the Faith Development commission and Liturgical commission sponsored two presentations by liturgist Paul Colloton and hosted a series of workshops on the Roman Missal in the fall of 2011. Resources for children's catechists and youth ministers were also provided to prepare for the changes.</li> <li>• In keeping the Year of Faith, the parish community was engaged through the "Catholicism" Project.</li> <li>• The parish commemorated the 50th anniversary of the beginning of Vatican II.</li> <li>• The Liturgical commission held yearly ministry formation events for all liturgical ministers. In April 2013, Andrew Casad, Director of Liturgy and Catechumenate at St. Thomas More, presented on Mystagogy of the Eucharist.</li> <li>• A workshop was held in February 2013 for Extraordinary Ministers of Holy Communion to review Diocesan norms.</li> </ul>
<p><b>Objective 2:</b> Undertake a comprehensive review of current faith development ministries and programs including the following:</p> <ul style="list-style-type: none"> <li>• Parishioners' knowledge of and participation within programs</li> <li>• How to best nurture and further develop our parish model for whole community catechesis</li> <li>• Breadth and content of curriculum</li> <li>• Accessibility of offerings (scheduling and costs)</li> <li>• Ministries targeting children, JYM and TYM</li> <li>• Leadership needs</li> </ul> <p><b>Status: Met</b></p>	<ul style="list-style-type: none"> <li>• An ad hoc committee was established in the fall of 2011 to evaluate Faith Development ministries and programs. Individuals and families enrolled in Faith Development were surveyed as well as random parishioners attending the Faith Development Fellowship Weekend.</li> <li>• In response to survey findings, several changes in Faith Development programs were instituted including the following: <ul style="list-style-type: none"> <li>○ Restructured HI-life gatherings.</li> <li>○ Revised programs for parents of children in sacrament preparation.</li> <li>○ Used the Catholicism multimedia series to ensure a comprehensive curriculum.</li> <li>○ Used a variety of methods to communicate Faith Development offerings including presentations at parish gatherings, the Sunday bulletin, social media, the parish website and newsletters.</li> <li>○ Began a process to assess and evaluate Faith Development programs on a yearly basis.</li> </ul> </li> <li>• Formed a long-range planning ad hoc committee for Faith Development.</li> </ul>
<p><b>Objective 3:</b> While emphasizing community building, strive to attract and more fully integrate families</p>	<ul style="list-style-type: none"> <li>• To provide an additional incentive for families with children who celebrated sacraments to stay involved in Faith Development, offered free registration for parents of sacrament preparation candidates if registered prior to celebration of the sacrament.</li> </ul>

into the faith formation process.

**Status: Met and Ongoing**

- Revised programs for parents of children in sacrament preparation. For example:
  - Sacramental preparation meetings with parents emphasize the role of the parent in preparing children for the sacraments. This effort included three meetings for Reconciliation and five for Eucharist.
  - Began a Track 2 small group program for parents that have been through Eucharist preparation with older children.
- Restructured HI-life gatherings, bringing all HI-life participants together for a single gathering to enhance community building and to be less demanding on the leadership.
  - In FY12, held half of the HI-life gatherings on Sundays at Triangle Presbyterian Church so the entire group could be together. Also shortened gatherings. Sunday attendance closely matched the previous three-night attendance.
  - In FY13, began to hold HI-life gatherings late Sunday afternoon with Mass. Offered a similar program for adults on Thursday morning, in place of a Thursday evening “adult only” HI-life gathering.
  - In FY14, held Mass before HI-life program for greater efficiency.
- Provided opportunities for families to better understand the Faith Development process at Holy Infant.
  - In FY12, held three information sessions.
  - In FY13, began to hold an Open House and Orientation to help families understand how the various components work together – children’s catechesis, Liturgy of the Word with Children, intergenerational HI-life gatherings, sacrament preparation and faith at home.
- Provided family resources for use at home, including Advent/Lent booklets, Living Faith for Children, Celebrating Sunday for Catholic Families and sacrament preparation materials.

<p><b>Objective 4:</b> Enhance parishioners' understanding of the entire faith formation process by clearly communicating the overall model and opportunities.</p> <p><b>Status: Met</b></p>	<ul style="list-style-type: none"> <li>• Used a variety of methods to communicate Faith Development offerings to the parish community. For example: <ul style="list-style-type: none"> <li>○ Celebrated Catechetical Sunday to underscore the role of parents as the primary catechists of their children and the supporting role of parish catechists.</li> <li>○ Participated in Fellowship Weekends to provide an opportunity for parishioners to become aware of the various aspects of our parish Faith Development process.</li> <li>○ Presented Faith Development information at New Parishioner Orientation events.</li> <li>○ Made more effective use of the back of the Sunday bulletin by localizing Faith Development information on the back page and using color graphics.</li> <li>○ Integrated technology for advertising, communication of details, planning and registration – published photos and news of Faith Development events on the parish website, used electronic bulletin boards to promote Faith Development events, used an online registration process for HI-life/ Faith Development and for Baptism Preparation Workshops and provided links to online faith formation resources through our parish website.</li> <li>○ Used the Constant Contact newsletter as a way to communicate events to the parish. Faith Development used Constant Contact to send a weekly newsletter to JYM/TYM participants and parents.</li> </ul> </li> </ul>
<p><b>Objective 5:</b> Foster awareness of the many vocational opportunities that the Catholic Church has to offer.</p> <p><b>Status: Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Held a HI-life Gathering on the sacraments of vocation, which was supported by the Sponsor Couple Ministry.</li> <li>• Recognized/blessed the Lay Ecclesial Ministers at a liturgy.</li> <li>• First Eucharist families adopted a seminarian and rotated the responsibility of praying for him each week.</li> <li>• Celebrated the beatification of Father Louis Brisson as a way to promote awareness of the Oblates of St. Francis de Sales and vocation awareness.</li> </ul>

## Priority: Community and Communications

<p><b>Goal:</b> Holy Infant will encourage all members to embrace full participation in all aspects of parish life and ensure that essential information relative to the parish, diocese and church is disseminated in an effective and timely manner.</p>	
<p><b>Objective 1:</b> Explore opportunities to increase parishioner interaction following weekend liturgies, social events and other activities to promote fellowship and greater awareness of the many individual and group contributions of time, talent, and treasure.</p> <p><b>Status: Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Implemented Fellowship Weekends approximately every other month after each Mass to provide opportunities for fellowship and to increase awareness of the many ministries at Holy Infant. At least one Fellowship Weekend was hosted each year by Faith Development; Liturgical; Peace, Justice and Human Concerns; Stewardship; and Parish Life Commissions.</li> <li>• Used social networking tools to enhance communication. Added four Facebook pages: Holy Infant Church, Holy Infant Faith Development, TYM and JYM.</li> <li>• Publicized Peace Justice and Human Concerns events well in advance to give parishioners ample time to plan to participate. Used the Sunday bulletin, host announcements, TV monitors and the parish website.</li> <li>• Regularly thanked those who used their time and talent in our Faith Development programs (particularly HI-life).</li> </ul>
<p><b>Objective 2:</b> Actively seek to engage and include diverse parish constituencies—cultural, life stages, inactive Catholics, etc.</p> <p><b>Status: Partially Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Hosted New Parishioner Orientation events throughout the year, welcoming dozens of families, some from diverse constituencies, to Holy Infant.</li> <li>• Hosted a Parish Picnic for all parishioners in 2013 and 2014.</li> <li>• Continued to support the parish-wide Santo Niño celebration in January of each year. This annual event, hosted by Filipino parishioners, drew 350 participants in 2015.</li> <li>• Sponsored several programs that catered to the needs of the elderly in the parish, including a discussion on end-of-life issues, healthcare options, assisted living arrangements and funeral planning.</li> <li>• Supported families of children with special needs who are seeking ways to further involve their children in the Liturgy.</li> </ul>

<p><b>Objective 3:</b> Form a communications committee to evaluate the current media used by the parish and to determine the most effective media channels and distribution protocols appropriate for the range of information to be disseminated to the parish.</p> <p><b>Status: Partially Met</b></p>	<ul style="list-style-type: none"> <li>• Formed a working group to determine the optimal composition of a Communications committee and to initiate assessment of parish communications needs.</li> <li>• The working group managed the launch of the new parish website, revision of the Sunday bulletin and installation of TV monitors in the Atrium and Hospitality rooms.</li> </ul>
--	--

**Priority: Outreach**

<p><b>Goal:</b> Holy Infant will inspire, challenge and assist its members to respond to God’s call to promote the dignity of the human person through spiritual and corporal works of mercy, empowerment and advocacy in our local community and beyond.</p>	
<p><b>Objective 1:</b> Educate and inspire our parish community to increase participation in direct service and social justice activities in the local community through use of all appropriate parish communication resources.</p> <p><b>Status: Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Worked with the Communications working group to publicize direct service and social justice activities throughout the year using the Sunday bulletin, the parish website and targeted emails to parishioners.</li> <li>• The Peace Justice and Human Concerns Commission hosted at least one Fellowship Weekend each year where they provided parishioners information about the various aspects of our parish community outreach activities.</li> <li>• At HI-life gatherings in 2014 when the focus was on evangelization in the spirit of Pope Francis, presented personal experiences with the Durham Interfaith Hospitality Network and other outreach organizations that are supported by Holy Infant.</li> <li>• Informed parishioners about the formation of the Social Justice Education and Initiatives ministry.</li> <li>• Conducted at least one education session on Catholic Social Teaching during the 2014-2015 HI-Life gatherings.</li> </ul>

<p><b>Objective 2:</b> Enhance awareness of the parish’s response to the needs of the many people and ministries seeking our assistance through funds provided from our second collections and poor box donations.</p> <p><b>Status: Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Provided parishioners with detailed information about the agencies and ministries that currently receive financial and volunteer support from Holy Infant via the parish website, during Fellowship weekends and in the Sunday bulletin.</li> </ul>
<p><b>Objective 3:</b> Explore opportunities to form new domestic and/or foreign mission initiatives.</p> <p><b>Status: Met</b></p>	<ul style="list-style-type: none"> <li>• Continued to support parish missions in Guatemala and the DeSales Works domestic missions.</li> <li>• Expanded the DeSales Works ministry to include Wilmington, DE and soon a site in Florida.</li> <li>• After review, it was determined that Holy Infant could not support a new foreign mission initiative at this time.</li> </ul>

**Priority: Facilities**

<p><b>Goal:</b> Holy Infant will provide parish facilities that adequately meet existing and future needs for worship, gathering/hospitality, faith development and other parish activities.</p>	
<p><b>Objective 1:</b> Improve existing facilities to meet current usage requirements, emphasizing the worship environment and meeting/classroom space.</p> <p><b>Status: Partially Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>• Installed new movable partitions.</li> <li>• Renovated the parish kitchen.</li> <li>• Installed a new sound system in the worship center.</li> <li>• Installed TV monitors and video equipment in the Hospitality Room and Atrium.</li> <li>• Completed improvements in the wall between the worship space and Fellowship Hall.</li> <li>• Installed a new monument sign for the main entrance.</li> <li>• Completed improvements to the rectory (e.g., new siding, windows, renovated master bathroom).</li> <li>• Reconfigured the opening between the worship space and the Fellowship Hall to permit greater visibility for those seated at the rear of the church.</li> </ul>
<p><b>Objective 2:</b> Conduct a comprehensive analysis of long-term facility needs for all parish programs and activities.</p> <p><b>Status: Met</b></p>	<ul style="list-style-type: none"> <li>• Completed a parish census in FY12 to determine the demographics of the parish.</li> <li>• Established a Facilities Needs Assessment working group to perform the facility needs analysis.</li> <li>• The working group conducted a facilities needs assessment self-study which included the following: <ul style="list-style-type: none"> <li>○ A review of the previous site plan (1991-1992). Due to changes in assumptions and environmental conditions, the</li> </ul> </li> </ul>

	<p>working group decided to start with a clean slate in planning for our facilities needs.</p> <ul style="list-style-type: none"> <li>○ An assessment of usage patterns in the current facilities.</li> <li>○ A geo-demographic analysis to understand the present profile and recent trends of our parish population and key segmented data relative to the population of our surrounding community. This was important to establish reasonable projections for future growth.</li> <li>○ A description of specific functional spaces and related capacities to be included in the design studies to meet the parish’s present and anticipated needs.</li> </ul> <ul style="list-style-type: none"> <li>● The results of the facilities needs assessment self-study were presented to the parish in a Town Hall meeting held in March 2015 and to the Diocesan Building and Real Estate Commission.</li> </ul>
<p><b>Objective 3:</b> Pursuant to the needs analysis, complete a conceptual study to include:</p> <ul style="list-style-type: none"> <li>• A functional assessment of current parish facilities</li> <li>• A determination of specific long-term functional requirements with phasing (multi-year) and alternative project scenarios appropriate to perceived needs and growth</li> <li>• Preliminary project cost estimates</li> <li>• Review and approval by the Diocesan Building and Real Estate Commission</li> </ul> <p><b>Status: Partially Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>● Completed a functional assessment of current parish facilities as part of the Facilities Needs Analysis.</li> <li>● Provided design concepts for new parish facilities.</li> <li>● Gained approval of the Facilities Needs Assessment Self-Study by the Diocesan BRE Commission and Bishop Burbidge.</li> </ul>
<p><b>Objective 4:</b> Pursuant to the conceptual study, complete a capital campaign feasibility analysis and, as determined appropriate, submit a finance plan to the Diocesan Finance Council (DFC) identifying immediate and long-term (mortgage) sources of project funding. Initiate a Capital Campaign, subject to concurrence of the DFC.</p> <p><b>Status: Not Met and Ongoing</b></p>	<ul style="list-style-type: none"> <li>● Established a Capital Campaign working group to solicit Requests for Proposals from capital campaign organizers. Additional responsibilities of this working group include supporting the development of a capital campaign feasibility analysis and creating a financial plan that will be submitted to the Diocesan Finance Council for approval.</li> </ul>

<p><b>Objective 5:</b> Pursuant to the feasibility analysis, hire an architect and develop a master site plan and schematics.</p> <p><b>Status: Not Met and Ongoing</b></p>	<ul style="list-style-type: none"><li>• Established an Architectural working group to solicit Requests for Proposals from architects. Additional responsibilities of this working group include supporting the development of a preliminary site plan.</li></ul>