

## GOALS AND ACTION STEPS – as of May 8, 2019

AREA: MASS/WELCOMING		
<b>Goal: Create a Ministry of Church Greeters</b> <b>Coordinator: Art Jones</b> <b>Goal Deadline: 8/3/19</b>		
Action Item	Who will do or coordinate?	Action Deadline
Create a ministry of greeters at every church; bulletin distribution by children	Art	
Create a "job description" for greeters and put before Parish Council at 5/19/19 meeting	Art	
Recruit a parishioner at each church to coordinate this new ministry and model Suggest: Genny Beers Possible: Leo/Linda Knowles	Parish Council members from each Church	
Invite parishioners (especially families) to join this new ministry (e.g. bulletin article, pulpit announcement, personal invitation)	Fr. Pat, Church Coordinators, Parish Council members from each Church	
Conduct a Training Session for Greeters	Church Coordinators, Parish Council	
Schedule greeters at each church (Aug-Dec) with schedule at each church posted	Church Coordinator	
Greeters in Church	Church Coordinator	
<b>Goal: Welcome Signs/ Banner outside each Church</b> <b>Coordinator: TBD</b> <b>Goal Deadline: TBD</b>		
Action Item	Who will do or coordinate?	Action Deadline
Investigate Cost (Vista Print \$75)		
Determine what sign should say		
Decide when to post and for how long		
Design sign		
Submit for approval		

<b>AREA: FINANCES</b>		
<b>Goal: Establish a Fundraising Committee</b>		
<b>Coordinator: Suzanne Krebs, Peter Olausson?</b>		
<b>Goal Deadline: TBD</b>		
Action Item	Who will do or coordinate?	Action Deadline
Identify chairperson	Father Pat to invite person	
Recruit Volunteers	Chairperson, Parish Council, Father Pat	
Schedule committee meetings	Chairperson	
Identify fundraising opportunities	Chairperson & Committee	
<b>Goal: Stewardship Campaign</b>		
<b>Coordinators: Suzanne Krebs, Peter Olausson</b>		
<b>Goal Deadline: TBD</b>		
Action Item	Who will do or coordinate?	Action Deadline
Schedule Parish Council & Finance Council joint meeting - invite vendors to present their programs	Peter	
Choose vendor & timeframe (For timing, more space between appeal)	Parish Council & Finance Council	
Data information fed to company	Peter	
Begin campaign		

<b>AREA: COMMUNICATION</b>		
<b>Goal: Publicity in Community</b>		
<b>Coordinator: Barb Schaible?</b>		
<b>Goal Deadline: TBD</b>		
Action Item	Who will do or coordinate?	Action Deadline
<b>1. Publicity in Community Shopper</b>	<b>Barb</b>	<b>TBD</b>
Contact Hammondsport & area community Shopper to check ad specifications/format, run time, prices and deadlines		
Create ad of St. Stan's Mass Schedule for Hammondsport Shopper (Establish deadline based on Shopper due date)		
Create an ad for Mass times at each worship site to be published in community Shopper. (Establish deadline based on Shopper due date)		
Submit ad to Finance Council for approval		
Submit ads to respective Shopper		
Action Item	Who will do or coordinate?	Action Deadline
<b>2. Church Event listings on WETM Community Calendar</b>	<b>Barb</b>	
Check process to submit events/listings, format required, due date		
Submit entries as needed		
Action Item	Who will do or coordinate?	Action Deadline
<b>3. Publish Parish Council and Finance Council Minutes</b>	<b>Council Secretaries</b>	<b>Immediate</b>
Have Council secretaries submit the minutes for publication		
Action Item	Who will do or coordinate?	Action Deadline
<b>4. Social Media: Instagram, Facebook</b>	<b>Theresa &amp; Volunteers</b>	<b>TBD</b>
Check Diocesan, parish and media guidelines for online media and creating a Facebook page	Theresa & Father Pat	
Talk to Diocese of Rochester. Look at All Saint's Facebook page	Not needed	
Identify someone from each worship site	Volunteers	
Training to coordinate information for each site. Have all Media Coordinators communicate weekly to coordinate entries	Speak with Father Pat	
Contents: Highlight a Saint a week & Question of the week	Father Pat	