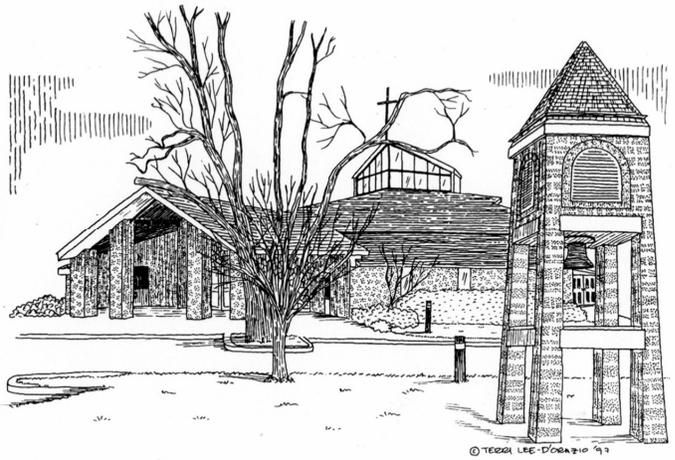


# Stewards of the Vision

## 2009 St. Norbert Parish Report and Pastoral Plan



What if you and I—the people of St. Norbert Parish—lived out our parish vision more and more completely with each passing year?

What if each of us consciously built the aspirations of our parish vision statement into all the activities of our daily lives—how we think and act, how we pray, how we treat others?

What would happen to our relationship with the Lord?  
With one another?  
With people beyond our parish?  
What would our community look like?

### *Imagine...*

...if people of every background and life situation felt welcomed, like family, among us.

...if we took care of one another through every life struggle.

...if we came together not just weekly, but throughout the week, to receive the Eucharist and to pray for and with each other.

...if we earnestly sought the guidance of the Holy Spirit in every aspect of our lives.

...if we were eager to learn more about our faith, to give witness to it through our words and actions and to share it with others.

You and I are St. Norbert Parish. We are stewards of the vision that God has entrusted to our community. Together we are called to create a culture that enacts this parish vision in ever deepening ways. Each of us is a critical part of the whole, with a unique and important role to play in becoming a people who are...

***+one in Christ,  
+as a community of fervent disciples,  
+who listen attentively  
for the guidance of the Holy Spirit  
+and who lovingly embrace Jesus present in the  
poor, the alienated and the spiritually hungry.***

Since this parish vision was first published, our community has sought the guidance of the Holy Spirit to make it a reality. The Parish Pastoral Council spent many months prayerfully reflecting on the vision statement and seeking to discern where the Lord might be leading us. The parish staff and ministry leaders have tried to embody the vision while carrying out their ministries.

Throughout this time, the entire parish has been invited to join in prayer to seek God's will for our community. This year, in preparation for the development of a new parish pastoral plan, we have listened for God's voice in the 540 responses to a comprehensive parish-wide survey, in the comments offered by over 80 parishioners at a series of community meetings open to all, and in the deliberations of 80 more parishioners who volunteered to serve on various subcommittees that examined particular areas of parish life.

## *Our Progress*

### **Parish Strengths**

Through this collective discernment, we have identified many areas of strength and resources that are already enabling us to move our parish vision forward. These strengths include:

- The celebration of the Eucharist forms the center of our parish life, enhanced by a strong music ministry and relevant homilies.
- Dedicated clergy and staff lead by example and are receptive to lay initiatives.
- A core of committed lay leaders and volunteers have facilitated tremendous growth in the number and scope of parish ministries.

- Parishioners are responsive to outreach needs, especially for Bethesda Project and our sister parish, St. Gabriel's.
- There are many excellent opportunities to gather together to grow in our Catholic Christian faith, including Small Group Ministry, Bible Study, Alpha and Youth Ministry.

## Highlights of 2008-2009

### *Our Parish Staff*

This past year brought several new changes to the administration of the parish, but a continued commitment to our parish growth in the vision. Fr. John Joseph Novielli and Fr. Jim Rodia served tirelessly as our Parochial Administrator and Parochial Vicar while Fr. Domenic Rossi was on a one-year sabbatical. Kay McDonald and Kerry Puia provided stewardship of our children's Religious Education program for the year. We said good-bye to Sharyn Tehrani after many years on staff supporting numerous ministry initiatives. We thank each of these servant-leaders for their dedication and pray that God will continue to bless them. We welcome back Fr. Domenic and say hello to Fr. John Zagarella (our new Parochial Vicar), Dan D'Auria (Parish Business Manager), Jeanne Guerin (Director of Religious Education) and Nell Howard (Ministry Communications Coordinator, a new position created in response to parishioner feedback during the pastoral planning process).

### *Our Parish Ministries*

The following are a few highlights of the new and expanded ways that our parish ministries have helped to move our parish vision forward over the past year.

#### **Worship and Prayer:**

- Hosted a bi-lingual, joint celebration of the 875<sup>th</sup> anniversary of the death of St. Norbert with Daylesford Abbey; held an Anointing Mass for the sick; expanded Children's Liturgy of the Word to the 9:00 am Mass.

#### **Formation and Evangelization:**

- Established the Pathways career transition ministry; expanded the Small Group ministry by offering fall faith sharing groups, more book discussion groups and a program for separated and divorced Catholics.

#### **Community Life and Fellowship:**

- Offered refreshments after each of the Sunday Masses once a month and held a social for new

parishioners to meet each other, parish staff and lay leaders; hosted a Ministry Appreciation social for all those involved in parish ministries; improved parish communications by developing the ability to send e-mail distributions to parishioners.

#### **Service and Outreach:**

- Expanded food collections for the St. Gabriel Food Cupboard from monthly to weekly.

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## *Looking ahead*

### **Parish Needs**

Listening together as a parish community we also identified certain limitations and needs that must be addressed in our pastoral plan if we are to more fully embrace the parish vision in the years ahead. These include:

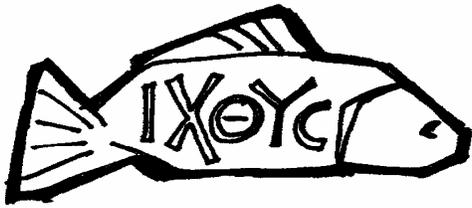
- We need to expand the parish hospitality and welcoming ministries and encourage all parishioners to intentionally reach out to those within and beyond our community who may feel left out or alienated from God, the Church, or society. It is our intent to gently invite all to share the experience of Christ's merciful love, that we may all be touched by his healing power. We choose to follow the example of Christ and the teachings of our Catholic faith as we seek ways to reach out in love to young adults, singles, separated/divorced, gays/lesbians, racial/ethnic minorities, widowed, elderly, disabled and others.
- We need more comprehensive and conveniently-scheduled formation about the fundamentals of Catholic faith and life for parishioners of every age and life stage, including those who attend Mass regularly and extending to fallen away and alienated parishioners.
- In an era of declining vocations, an aging priesthood and parish leaders who are stretched thin, we need to develop more lay leaders and volunteers and implement mechanisms to nurture them and ensure their efficient collaboration.
- We need more effective communication between parish leadership and parishioners and among the many ministries that serve the parish.

## A Call to Each of Us

Building on these themes and using the parish vision as our touchstone, the Parish Pastoral Council has developed the following pastoral plan. This plan sets forth specific goals and objectives designed to draw on the gifts and resources that God has placed among us.

Each goal describes an outcome that we aspire to achieve together over the next three to five years. For each goal there are several objectives, which are specific steps we will take over the next year toward implementation of that goal. Next spring we will evaluate our progress in carrying out these objectives and—through prayer, study and listening—we will develop objectives for the following year.

As we move forward with this ongoing pastoral planning process we invite every parishioner to prayerfully consider how God may be calling you to take part in accomplishing our parish goals and objectives.



**Called to service**

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## St. Norbert Parish Pastoral Plan

***Goal 1: To promote unity within the Body of Christ at St. Norbert's through improved collaboration, communication, ongoing leadership development and a deeper sense of stewardship.***

- Establish or expand existing parish committees to make ongoing recommendations in the areas of Evangelization, Stewardship, Development/Planned Giving and Communications.
- Increase communications among the Parish Pastoral Council, Parish Finance Council, School Advisory Board and the parish at large by circulating meeting minutes and publishing

meeting reports as appropriate and by holding a parish town hall meeting.

- Identify parish staff (existing staff or new hire) to coordinate ministry volunteers and to foster ongoing, two-way communication between parish ministries and parishioners. (Completed August 2009.)
- Strengthen the Acts 6 ministry by following up on the Living Your Strengths gifts discernment program and explore additional ways to identify and develop new parish leaders. Provide a program to help parishioners to discern their personal gifts.
- Appoint a planning team to develop a framework for Church and School leadership to collaborate as a unified community to achieve the objectives required of St. Norbert School by the Archdiocese of Philadelphia Office of Catholic Education strategic plan.
- Develop an interim communications process for more effectively communicating St. Norbert parish programs to parishioners and the community.

***Goal 2: To foster the ongoing conversion and growth in discipleship of all parishioners through comprehensive formation and spiritual renewal opportunities.***

- Develop a plan to explain and foster the vocation of all Christians to evangelization and stewardship through means such as bulletin messages, testimonials and pastor messages.
- Evaluate current offerings and needs and develop a plan for conversion and catechesis across all segments of the parish about the fundamental elements of Catholic faith and life (including worship, sacraments, evangelization, Scripture, prayer, life of Christ, family as domestic Church, stewardship, etc.).
- Encourage all those involved in parish ministry (including clergy, education and parish office staffs, and volunteers in parish ministries and organizations) to participate in at least one workshop (in-person or online) or retreat opportunity.
- Develop a plan to familiarize 7th and 8<sup>th</sup> grade children with the Bible in an age-appropriate and engaging way.

**Goal 3: To grow as a welcoming and inclusive parish that lovingly embraces all people within and beyond our community, especially those who feel alienated from God, the Church or society.**

- Develop a mechanism for identifying alienated and inactive parishioners and develop a team and message to reach out to them.
- Use bulletin notices, pulpit announcements and, where appropriate, homilies, to encourage parishioners to get to know one another by participating in gatherings hosted by the Hospitality Ministry.
- Fill the position of ministry head for Greeters & Ushers (Completed) and formalize the greeting ministry at the 6:00 Youth Mass. Provide all ushers and greeters with a deeper understanding of their ministry.
- Establish a welcoming ministry to reach out to both existing and newly-registered parishioners.
- Welcome the Spanish-speaking community more fully into the worship life of the parish. Include the names of liturgical ministers for the Spanish Mass in the overall parish rosters of liturgical ministers. Personally invite additional Spanish-speaking individuals to serve as liturgical ministers. Provide formation for liturgical ministers to more effectively reach out to and serve the Spanish-speaking community.

# Parish Financial Report

**ST. NORBERT PARISH**  
**STATEMENT OF INCOME AND EXPENSE**  
 FISCAL YEARS ENDING JUNE 30TH

	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Church &amp; Rectory Income</b>			
Collections	\$1,074,858	\$1,138,705	\$1,140,988
Religious Education Programs	76,504	116,820	82,022
Special Donations, Other Income	69,747	33,628	53,436
<b>Total Church &amp; Rectory Income</b>	<b>\$1,221,109</b>	<b>\$1,289,153</b>	<b>\$1,276,446</b>
<b>Church &amp; Rectory Expense</b>			
Diocesan Assessment	\$96,800	\$99,000	\$106,200
Payroll, Taxes & Benefits	377,063	398,435	444,621
Utilities & Maintenance	72,446	116,677	99,710
Church Publications, Altar Supplies	20,888	22,009	25,563
Auto, Insurance, Real Estate Taxes	20,343	29,182	25,388
Religious Education Programs	56,056	100,650	77,830
Pastoral Administration, Charities	23,305	41,502	29,904
Professional Fees, Contracted Services	20,906	18,647	24,186
Rectory Operating Expenses	32,677	42,633	12,012
Office Supplies & Equipment	16,228	15,724	16,360
<b>Total Church &amp; Rectory Expense</b>	<b>\$736,712</b>	<b>\$884,459</b>	<b>\$861,774</b>
<b>Church &amp; Rectory Net Income</b>	<b>\$484,397</b>	<b>\$404,694</b>	<b>\$414,672</b>
<b>School Income</b>			
Tuition	\$405,554	\$411,159	\$510,682
Donations & Socials	105,814	70,313	62,705
Other Income & Fees	89,326	44,449	64,370
<b>Total School Income</b>	<b>\$600,694</b>	<b>\$525,921</b>	<b>\$637,757</b>
<b>School Expense</b>			
Payroll, Taxes, Benefits	\$755,769	\$753,191	\$814,061
Maintenance, Utilities, Insurance	112,269	109,245	125,880
Instructional Supplies	118,897	103,869	106,928
<b>Total School Expense</b>	<b>\$986,935</b>	<b>\$966,305</b>	<b>\$1,046,869</b>
<b>Parish Subsidy to School</b>	<b>\$386,241</b>	<b>\$440,384</b>	<b>\$409,112</b>
<b>School Subsidy as % of Total Expense</b>	<b>39.1%</b>	<b>45.6%</b>	<b>39.1%</b>
<b>Net Parish Income (Loss)</b>	<b>\$98,156</b>	<b>(\$35,690)</b>	<b>\$5,560</b>
<b>Capital Expenditures</b>	<b>\$358,657</b>		<b>\$17,150</b>

On June 30, 2009, the Parish's unrestricted working capital stood at \$353,526, plus there is an additional \$100,000 in a tuition restricted account. Our financial condition is sound; we are able to meet our present operating expenses and maintenance needs. Note that the overall Church and Rectory Income declined only 1% in spite of the poor economic conditions. Last year's school income increased approximately 13% due primarily to starting a Pre-K program and School marketing efforts.

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**Parish Pastoral Council:** Father Domenic Rossi, Father John Zagarella, Deacon Bill Masapollo, Deacon John Lozano, Dan D'Auria, Myra DiNicola, Ceil Frack, Mark Griswold, Jeanne Guerin, Nell Howard, Lisa Corcoran, Michele Desjardins, Doreen Ellis, Michael Lozano, Steve Martino, Frank Merenda, Maria Morales, Moira Murphy, Mark Wallin.

**Parish Finance Council:** Father Domenic Rossi, Deacon Bill Masapollo, Dan D'Auria, Nancy Dougherty, Larry Kirwin, Guy Ciarrocchi, Cody Gabriel, Chuck Kerrigan, Moira Murphy, John Ziegler

**Parish Stewardship Committee:** Diane Kunberger, Dave Makowicz, Marie Martino, Jeannine McCullough, Moira Murphy

**St. Norbert School Advisory Board:** Father John Zagarella, Jim Buysse, Tom Cancelmo, Chris Carlini, Guy Ciarrocchi, John Eggleton, Cody Gabriel, Maria Gatto, Fran Grey, Pat Kirwin, Dave Knies, Asha Kovalovich, Mike O'Neill, John Ziegler

**SAINT NORBERT, PRAY FOR US.**

