

St. John the Baptist Catholic Parish

LRAP Implementation Process – MEETING SUMMARY & PROGRESS REPORT

Implementation Team: Linda Poynter, Carolyn Fiutem, Bill Scheper, Joe Bamonte	Meeting Date: 08/24/2011
I.T. Chairs: Bill Scheper, Joe Bamonte	
I.T. Members (Present): Linda Poynter, Bill Scheper, Joe Bamonte.	
Non-I.T. Members: Father Kemper	
Action Item Progress: <ul style="list-style-type: none">- Reviewed and received approval from Father Kemper for our “go forward” strategy, which was laid out in the “Key Decisions Made” are for the 08/10/11 summary submittal.- Father Kemper provided some ideas for team (auto phone call system, Harrison High for processing some of our paperwork)	
Key Decisions Made: <ul style="list-style-type: none">- In releasing a 1 page Stewardship form to the parish, it was offered to do this as the same time as the finance committee’s release of yearly data.- Father suggested we use the election boxes or something similar to gather the Stewardship forms from the parish as they exit mass.- Would be more appropriate if we delivered the Stewardship communication in conjunction with readings conducive to motivate parish members to volunteer and be involved more.- Additional suggestions made for format of the 1 page Stewardship form to be released to the parish<ul style="list-style-type: none">o Having two columns (currently volunteering or not currently) so that individuals can select if they are currently helping in a specific area.o Adding a line to read something in the lines of “Do you know someone who would like to be contacted” This would be used to help address anyone who may be on vacation or not present when the forms are released.o Area for selecting an estimate of hours you’ve participated in the last year- Need to make contact with the education board to meet with them and obtain information for the following:<ul style="list-style-type: none">o Find out what happens to the volunteer forms that parents receive when they register kids at the beginning of the yearo Discuss method to communicate our 1 page volunteer form to school families via students- Need to make contact with the new CCD director and communicate a method to disseminate the 1 page volunteer form to kids participating in the program.- Discussed moving forward with the “Volunteer or Stewardship” corner in the bulletin each week.<ul style="list-style-type: none">o Will highlight the next upcoming stewardship opportunities	

- Can recognize individuals or groups who've volunteered in previous weeks

Action Item Assignments for Next Meeting:

- Bill Scheper will contact the finance committee to see if providing a joint announcement later this year will be in the best interest of the stewardship committee or if the stewardship announcement/hand out should be independent.
- Need to begin thinking about our 1 page volunteer form to be used to distribute, have some ideas at the next meeting
- Finish compiling the volunteers from the green signup sheets Linda provided us on the 8/10 meeting.
- Father Kemper to look at coming weeks readings and will notify us if they are any that apply to Stewardship
- Discuss system we'll use to contain this information in once the 1 page forms begin to be returned to the team

Comments:

Challenge 1: Inventory of all volunteer or stewardship opportunities

Challenge 2: ~~Meet with Volunteer Team Chair(s) to get buy in~~

Challenge 3: How to collate and manage feedback from parish after obtaining

Challenge 4: Convert opportunities into communicable format

Challenge 5: Make Stewardship Booklet or “Handout”

Challenge 6: Get awareness among parish before the release

Challenge 7: Release Stewardship Booklet or “Handout”

Challenge 8: Get response back from parish

Challenge 9: Compile responses

Challenge 10: Analyze response
