

**PARISH STANDARDS OF EXCELLENCE:
“A NEW EVANGELIZATION”**

**Diocese of Yakima
Yakima, Washington**



AGENDA

- REVIEW OF THE 5 STANDARDS OF EXCELLENCE
- SYNODAL PROCESS & THE STANDARDS OF EXCELLENCE
 - THE 6 YEAR CYCLE FOR PARISH EXCELLENCE
 - PARISH SELF STUDY and VISITATION
 - ANALYSIS OF DATA
 - FEEDBACK

DOUGLAS RICH, DIRECTOR OF SCHOOLS AND PARISH STANDARDS

O: 509-965-7117, C: 509-952-7785

EM: doug.rich@yakimadiocese.org

THE 5 STANDARDS OF EXCELLENCE

- LITURGICAL EXCELLENCE
- STEWARDSHIP EXCELLENCE
- HOSPITALITY AND OUTREACH EXCELLENCE
- GOOD GOVERNANCE EXCELLENCE
- CATECHETICAL EXCELLENCE

Each Standard contains a Best Practice and examples of what that Practice's Evidence would look like.

Best Practices for Liturgical Excellence

- **TRAINING**

- The Word is clearly proclaimed and heard by all.
- The Eucharist is reverently distributed.
- Music is well-rehearsed and tied to the Liturgical Year.
- Servers & Ushers know their duties/roles.

- **FORMATION (Retreats, Days of Reflection, etc.)**

- Flyers, Lesson Plans & Agendas, Reading Materials are available.
- Use of on-line platforms and planning guides (“Today’s Liturgy, etc.).

- **ASSEMBLY PARTICIPATION**

- A balance of Word, Song and Sacred Silence at the Mass.
- Written evidence of participation. Can include RCIA Lesson Plans, Homily Texts and others.

Best Practices for Stewardship Excellence

- **PREACHING & TEACHING STEWARDSHIP**

- There's a Parish project tied to ACA Rebate.
- Regular reporting of Collections to Parishioners.
- Evidence of Volunteer follow-up, Time/Talent Fairs, etc.

- **RECORDS, BUDGETTING, FINANCIAL REVIEW**

- Written plan for records retention. Council meeting minutes showing Stewardship discussion.
- Published financial reports in native languages. Completion of Audit and Agreed Upon Procedures – evidence it is being followed.

- **PARISH FACILITIES & SAFETY PLANS**

- A 20-year plan is in place for repair replacement of key systems and building components. Budget reflects this.
- Written evidence of Safe Environment, Hazardous Materials management, and 1st Aid, Fire & Safety Plans.

Best Practices for Evangelization: Hospitality & Outreach

- **BILINGUAL INFORMATION**

- All communication is in native language of parishioners.
- Phone and Website have bilingual capabilities.

- **PERSONAL AVAILABILITY**

- Phone is answered by live person who is bilingual. Has general information at hand (Mass times, etc.).
- A plan is in place for 24 hour availability and emergency backup.

- **WELL-AIMED TEACHING & PREACHING**

- Accessible to all wanting to learn the Faith regardless of preparation.
- Effectively works with parishioners of differing opinions or controversial topics.

- **GOOD ACCESABILITY**

- Building is accessible to those with mental/learning, and physical disability (including sight & hearing) .
- The Parish is represented at community events.

Best Practices for Good Governance

- **PARISH COUNCILS**

- Pictures and contact info of Council members and other parish leadership groups are prominently displayed. Agendas & Minutes are available

- **SPIRITUAL & ECCLESIAL FORMATION**

- Leaders work with Pastor for days of prayer & reflection. Working knowledge of Consultative Process.
- Members are practicing Catholics and involved in Parish life.

- **PARISH HAS A PASTORAL PLAN**

- Parishioners know how well the Parish is doing for each Standard and where strengths & weaknesses exist.
- A Plan is known and in place to address weak areas. Strengths are celebrated and commended.
- Stakeholders hold each other accountable regardless of their duties/involvement in the Parish.

Best Practices for Catechetical Excellence

- KNOWLEDGE OF THE FAITH
- LITURGICAL CATECHESIS
- SOLID MORAL FORMATION
- TEACHING TO PRAY
- COMMUNITY BUILDING AND OUTREACH
- MISSIONARY INITIATIVE

THE SYNODAL PROCESS & STANDARDS OF EXCELLENCE

- The 2 Standards of Hospitality & Missionary Outreach are directly tied to the Synod's ideals of Communion, Participation and Mission.
- Guided by Servant Leadership, we endeavor to Engage, Empower and Inspire those in our Church Community and beyond.
 - Focuses on Servant 1st, Leadership 2nd

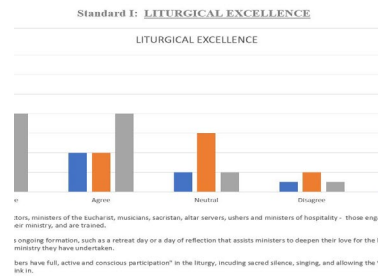
THE 6 YEAR CYCLE FOR PARISH EXCELLENCE



PARISH STUDY



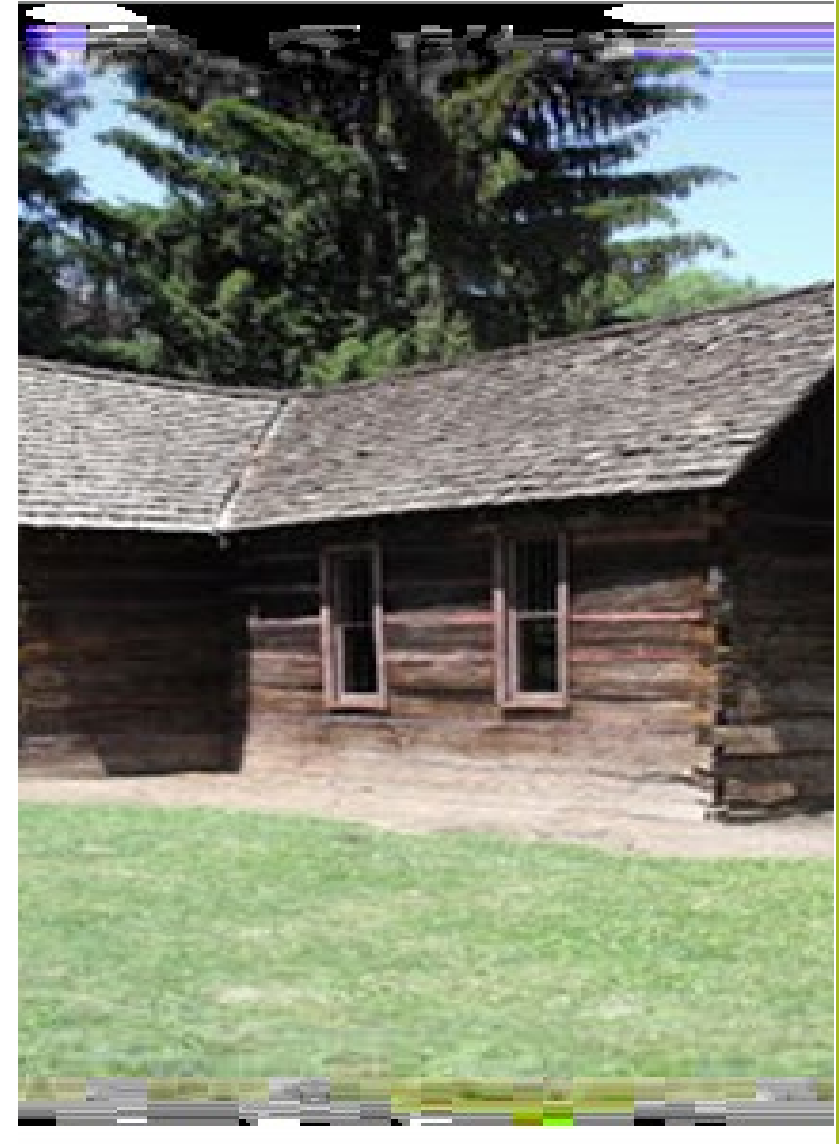
Inventory



Discovery



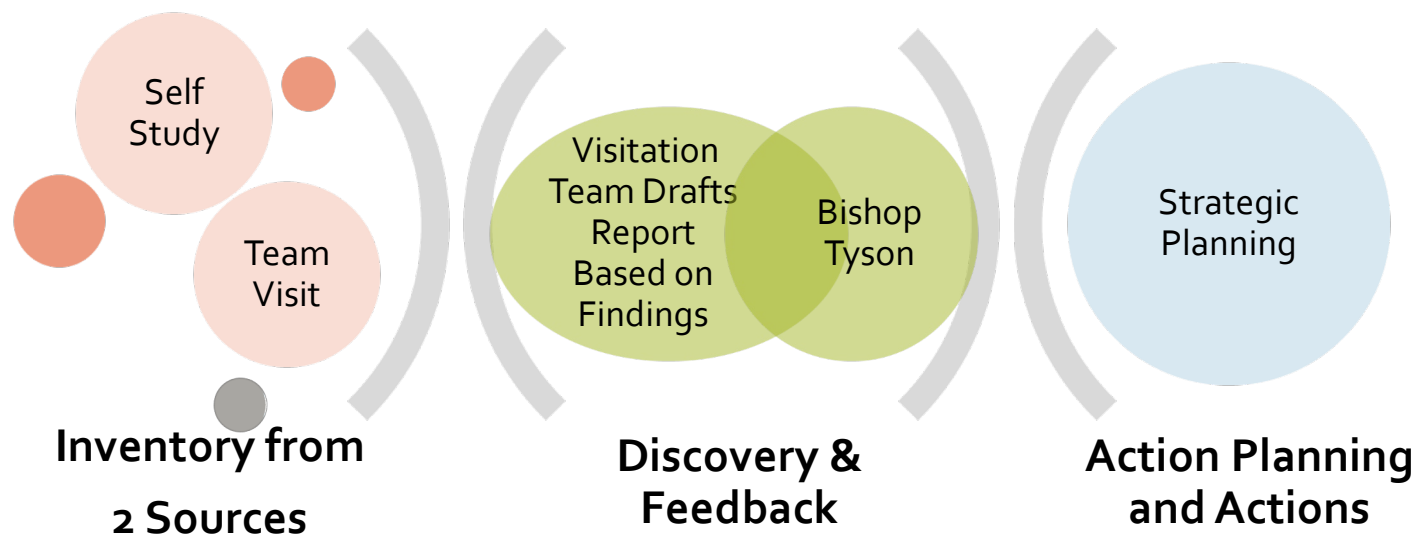
Action



PARISH STUDY, FEEDBACK AND PLANNING OVERVIEW

STANDARDS OF EXCELLENCE

1. Catechesis
2. Liturgical Excellence
3. Evangelization; Hospitality & Outreach
4. Stewardship
5. Good Governance



SELF-STUDY

The Parish Community, representing a cross section of the parish, perform a Self-Study on 5 standards of excellence and best practices

Evidence is identified/collected/documentated to support meeting, or exceeding, each of the standard components

Catechesis

Liturgical Excellence

Evangelization; Hospitality & Outreach

Stewardship

Good Governance

LITURGICAL EXCELLENCE

PARISH SELF-STUDY

Best Practice #1 in Liturgical Excellence: TRAINING

EVIDENCE & NOTES	EVIDENCE MEETING STANDARD	EVIDENCE BEYOND STANDARD
	<p>The Word of God is clearly proclaimed and can be heard by all;</p> <p>Eucharist is reverently distributed;</p> <p>Music is rehearsed and tied to the liturgical year;</p> <p>Servers are well trained and know their part;</p> <p>Ushers know how to both greet people; and</p> <p>Ushers know how to handle emergencies (e.g., health crisis during the Mass)</p> <p>There is Consistency in how the Mass is conducted at the varying times it is offered.</p>	<p>A sound system has been professionally installed and periodically checked for clarity;</p> <p>There is a full-time music director;</p> <p>Professional musicians serve in the choir;</p> <p>A retreat is held annually for servers, ushers, musicians, and ministers.</p> <p>Ushers are trained by local professionals – e.g. fire/police - for emergency response and safety.</p>

VISITING TEAM

A Peer Visitation Team of trained volunteers from neighboring parishes receives/reviews the Self Study Document, Evidence provided by the Parish, and the Survey Results

Catechesis

Liturgical Excellence

Evangelization; Hospitality & Outreach

Stewardship

Good Governance

The team observes the *parish in action* regarding the standard, throughout a designated weekend.

The team conducts *interviews* with representative parishioners and leaders.

During their visit, team members use the *Parish Self Study Tool* as their guide; highlighting key areas and taking notes.

LITURGICAL EXCELLENCE

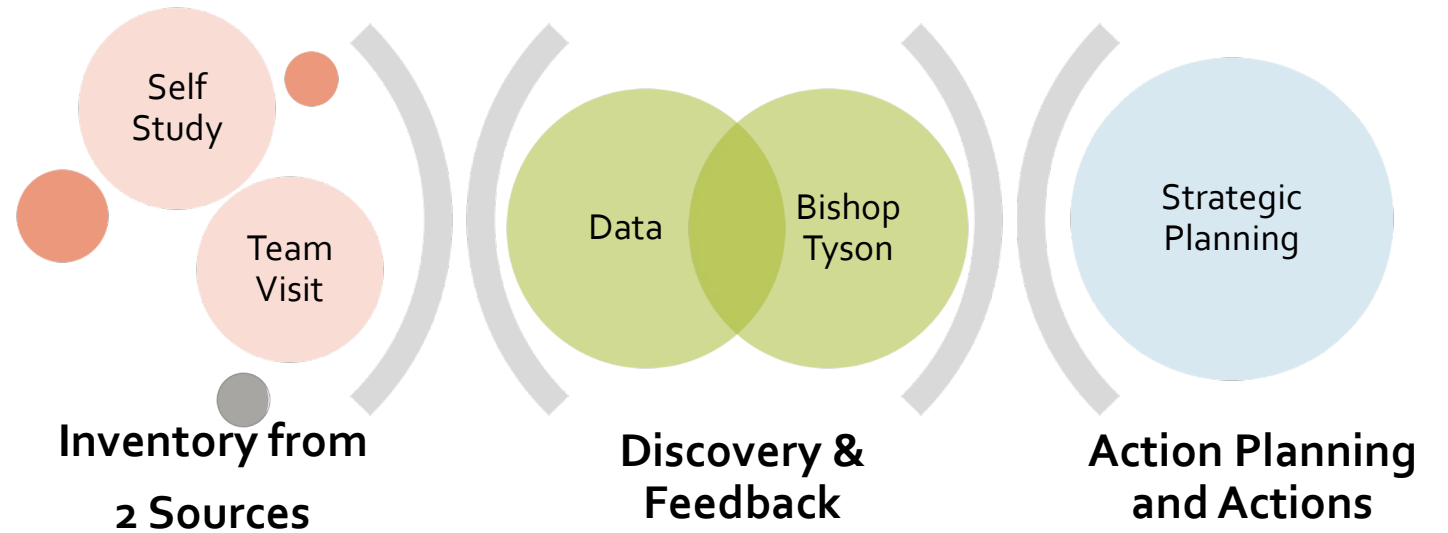
VISITATION TEAM (SSVP)

Best Practice #1 in Liturgical Excellence: TRAINING

EVIDENCE & NOTES	EVIDENCE MEETING STANDARD	EVIDENCE BEYOND STANDARD
	<p>The Word of God is clearly proclaimed and can be heard by all;</p> <p>Eucharist is reverently distributed;</p> <p>Music is rehearsed and tied to the liturgical year;</p> <p>Servers are well trained and know their part;</p> <p>Ushers know how to both greet people; and</p> <p>Ushers know how to handle emergencies (e.g., health crisis during the Mass)</p> <p>There is Consistency in how the Mass is conducted at the varying times it is offered.</p>	<p>A sound system has been professionally installed and periodically checked for clarity;</p> <p>There is a full-time music director;</p> <p>Professional musicians serve in the choir;</p> <p>A retreat is held annually for servers, ushers, musicians, and ministers.</p> <p>Ushers are trained by local professionals – e.g. fire/police - for emergency response and safety.</p>

THREE PART GUIDE FOR PARISH STUDY & VISITATION

The Visitation Team Inventories
the Data SSVP



Analysis of Data

- The interview team convenes to Code the Interviews; extracting key ideas, concepts, feelings, quotes, key words and events regarding each standard.
- The team then reviews the Parish Self Study, and Observational Data; again, extracting key ideas, concepts, feelings, quotes, key words and events regarding each standard.
- The group discusses, and notes, common themes that emerge from all sources of data.



Report to Bishop & Feedback

- The team presents a report to the Bishop regarding their findings around the 5 standards of excellence – self-study, interviews & observations
- The Bishop meets with the Pastor to discuss findings
- The Bishop & Pastor presents findings to the Self Study Team and other church leadership
- Findings are presented to parishioners
- Parish Leadership aligns findings with Parish Pastoral Plan