



Archidiocèse de
Saint-Boniface
Archdiocese

Guide

The Forming/Revitalizing of a Parish Pastoral Council (PPC)

Draft January 03, 2023

Diocesan Committee for the Renewal and Growth of Pastoral Parish Council (PPC)

Paulette Dupuis

pvdupuis@shaw.ca

1-204-253-2912/1-204-794-2153

Gisèle Evecsyn

gb57@mymts.net

1-204-694-2402

Alesa Sutherland

alever@mymts.net

1-204-254-1291

Father Chrys Agu, priest advisor

Table of Contents

Page 1	Forming/Revitalizing a Parish Pastoral Council (PPC)
Page 2	Forming an Ad Hoc Committee PARISHES <u>WITH</u> A PPC PARISHER <u>WITHOUT</u> A PPC
Page 3	Meeting as an Ad Hoc Committee
Page 4	Prayer Committee
Page 5	Survey Committee
Page 7	Communications Committee
Page 8	Formation/Revitalization of your Parish Pastoral Committee
Page 8	Survey Feedback (Based on “The Seven Essentials Elements of Parish Life” Document found on the website)
Page 8	Celebration of Recognition/Commissioning of the Parish Pastoral Council (PPC)
Appendices	
Page <i>i</i>	Appendix 1. Categories used to Compile Survey Feedback Based on “The Seven Essential Elements of Parish Life”
Page <i>v</i>	Appendix 2. Celebration of Recognition/Commissioning of the Parish Pastoral Council (PPC)
Page <i>viii</i>	Appendix 3. Prayer Examples
Page <i>xi</i>	Appendix 4. Communication – (Speaker & Bulletin Announcements) Examples

Forming/Revitalizing a Parish Pastoral Council (PPC)

“It is increasingly clear that in a parish, the two key sources and prime movers are the Pastors or Parish Life Directors, and the Parish Pastoral Council (PPC). Archbishop LeGatt, April 2018

Whether a parish already has a Parish Pastoral Council (PPC) and would like to revitalize it, or whether there is no existing PPC, the following are steps that may guide you. The Diocesan Committee for the Renewal and Growth of Parish Pastoral Councils (PPC) are on hand to walk this journey with you. We are available to work with you in person, through Zoom, on the phone This process has proven successful in parishes.

The primary ingredients are PRAYER AND DISCERNMENT

1. Forming an AD-Hoc Committee
2. Parishes WITH an existing PPC
3. Parishes WITOUT an existing PPC
4. Meeting with the Ad-Hoc Committee - Agenda
5. Prayer Committee
6. Survey Committee
7. Communication Committee
8. Formation/Revitalization of your PPC
9. Survey Feedback (Based on “The Seven Essentials Elements of Parish Life” Document found on the website)
10. Celebration of Recognition/Commissioning of the PPC
11. Appendices

Forming an Ad Hoc Committee

An Ad Hoc Committee is a group of people, (suggested 6-8) including the Pastor or Parish Life Director, gathered together for a short term, in order to reach a specific GOAL.

PARISHES WITH A PPC

The Diocesan Renewal & Growth Committee always meets with the Pastor or Parish Life Director and PPC chair(s) before meeting with the PPC to share information as to the needs of the parish and present the Revitalization Process.

After determining the need for revitalizing the existing PPC, the Pastor (or Parish Life Director), and members of the PPC reach out to parishioners who have talents and charisms that would assist them in this endeavour and invite them to the first meeting to form the Ad Hoc Committee for the Revitalization of the PPC. These invited parishioners may be people who are already involved in the parish in one way or another, or who have particular talents or experiences.

It is important that the Ad Hoc committee is representative of the parish, (gender, culture, age...)

A meeting date will then be set up for a presentation to PPC members and invited parishioners. This group will become the Ad Hoc Committee.

PARISHES WITHOUT A PPC:

The Diocesan Renewal & Growth Committee always meets with the Pastor or Parish Life Director to share information as to the needs of the parish and present the process for the Forming. The Pastor or Parish Life Director then reaches out to parishioners who have talents and charisms that would assist them in this endeavour and invite them to the first meeting to form the Ad Hoc Committee for the Forming of a PPC. These invited parishioners may be people who are already involved in the parish in one way or another, or who have particular talents or experiences.

It is important that the Ad Hoc committee is representative of the parish. (gender, culture, age...) A meeting date will then be set up for a presentation to PPC members or interested parishioners. This group will become the Ad Hoc Committee.

Meeting as an Ad Hoc Committee

An Ad Hoc Committee is a group of people, including the Pastor or Parish Life Director, gathered together for a short term, in order to reach a specific GOAL.

Agenda for FIRST meeting:

1. Welcome
2. Prayer to Holy Spirit
3. PPC Chairperson and Pastor or Parish Life Director clarify the GOALS for this Ad Hoc Committee:

GOAL #1: With the help and guidance of the Diocesan Renewal & Growth committee, this Ad Hoc Committee is gathered to follow the steps toward the GOAL of a Parish Survey and the formation of or revitalization of a PPC.

GOAL #2: Compile and present feedback from the Parish Survey for the parishioners and PPC. This feedback is used to establish priorities for the newly formed or revitalized PPC.
4. Decide who will be the Chairperson of this Ad Hoc Committee
5. Review duties of each committee:
 - a). Prayer Committee
 - b). Survey Committee
 - c) Communications Committee
6. Have a Chairperson for each committee.
7. Remaining members chose the committee they wish to be part of.
8. Determine a date for the Survey Weekend. (give yourself 5-7 week ends)
9. Determine next meeting date.

Prayer Committee:

- Formulate a “Parish Prayer” for the successful Formation or Revitalization of the PPC. This prayer should reflect your parish strengths, needs & goals. (Numerous prayer examples are provided by the Renewal & Growth Committee. Words and/or phrases may be used from these examples to help formulate your own prayer.)
- Present draft to whole committee to agree as a final copy.
- Make Prayer cards (4” X 6”) with the newly formulated prayer for the revitalization/renewal and growth of the parish. (Prayer card examples are provided by the Renewal & Growth Committee).
- Distribute prayer card to all parishioners before masses on the first weekend.
- Before Mass, your Pastor or PPC Chair or Chairperson of the Prayer Committee explains the upcoming Survey Weekend and its purpose, and invites parishioners to bring the Prayer Card home and take time to pray it. This Prayer should be recited at every Mass, and be included in every bulletin, on your website, etc. All information should be included in the bulletin and in whatever means of communication you may have. (Facebook, etc...) All communication is handled by the Communication Committee. It is important that there is a strong exchange of information between the 3 committees as to the information to be shared with the parishioners.
- Prayer cards could also be distributed directly to other organizations in your parish asking them to pray for the success of this initiative and to encourage members to participate. (Knights of Columbus, prayers groups, catechetic, CWL....)
- Prayer cards could also be distributed or made available for a few weekends assuring that all parishioners receive it.

NOTE: The PRAYER committee works very closely with the Survey and Communications committees to assure that all information gets to the parishioners, (bulletins and all available media supports).

Survey Committee

- (1) **Prepare a Survey.** A survey is a way of getting feedback by including all parishioners. We strongly suggest no more than two questions and space for general comments. One question should deal with the present and the second about what they wish to see in the future.

For example:

- a. What do you like about our parish?
- b. What would you like to see in our parish?
- c. Comments:

The whole Committee should be in agreement with your Survey questions.

- (2) Survey Week-end is the date the whole Ad Hoc committee has decided at first meeting 5-7 weeks to accomplish the various steps in this process.
- (3) One or two members of the Survey committee are responsible for printing the surveys on cardstock paper. Keep in mind to have a large enough piece of paper to allow room for written comments. (half an 8 x 11 sheet)
- (4) Purchase small pencils to be handed out along with Survey "card". Small/golf pencils can be purchased by the box
- (5) Decide how the paper surveys will be collected on Survey Week-end. You may decide to have them returned in the collection plate, to hand it in at the end of Mass.
- (6) Consider having some surveys available for members who are absent.
- (7) If you decide to have the survey available on-line have a member be responsible for setting it up and collecting the responses.
- (8) In collaboration with the Communications Committee, Survey question as well as the Prayer should appear in every bulletin, along with any information that the Communication Committee will be including

Survey Weekend

- (1) Assign 2 people for each Mass on Survey Sunday to hand out Survey cards and pencils as parishioners enter the church and to collect in the manner you decide
- (2) The designated members arrive on time to hand out Survey cards and pencils as parishioners enter the church. These 2 people can also collect Survey cards and pencils in the manner they choose. (i.e. as parishioners exit, at Collection time, etc)

- (3) Before Mass, Pastor or a member of the Ad Hoc committee give a last explanation about the Survey and how it will be conducted that day. Encouraging words from the Pastor are very helpful as well as explaining how these survey questions will be collected.**
- (4) Allow 10 minutes at the start for parishioners to answer Survey questions. (not 10 minutes before Mass time, but 10 minutes at Mass time) Encouraging words from the Pastor would be very helpful as well as explaining how these survey questions will be collected.**
- (5) Mass will then begin 10 minutes later than usual.**
- (6) Surveys collected as previously decided**

Analyzing Survey responses:

- this step should take place as soon as possible after the Survey week-end You may decide to give one more week for responses if you have sent Survey on-line)

(1) Survey Committee meets to organize the responses from each question and arrange them in categories. The categories listed in the document: "Seven Essential Elements of Parish Life" are very complete & helpful. A member can enter responses onto a spreadsheet or table if not using a computer. These results provide you with the priorities that have been identified and serve as direction for the PPC.

(2) At a meeting, the Survey committee presents the results of the survey and its priorities to the whole Ad Hoc committee.

At this meeting the chair of the Ad Hoc committee thanks the members for their work and declares the Ad Hoc committee dissolved.

All are invited to state if they wish to remain on the PPC in any capacity. (names are recorded)

(3) Lastly you will present the top 3-5 priorities to the congregation and the newly established PPC who will commence working on them. This can be done in the Sunday bulletin, on the website, at mass, etc...

NOTE: The SURVEY committee works very closely with the Prayer and Communications committee to assure that all information gets to the parishioners, (bulletins and all available media supports).

Communications Committee

It is **MOST** important to build up the anticipation for this event with continuous information and repeating the survey questions various times before the Survey Week-end. This gives the parishioners information about a PPC, its functions, etc. and also gives them time to think about the Survey questions.

NOTE: The **COMMUNICATIONS** committee works very closely with the Prayer and Survey committees to assure that all information gets to the parishioners, (bulletin and all available media supports).

The Communications committee works very closely with the Prayer & Survey committees to assure that all information gets to the parishioners. (bulletin and all available media supports)

- (a) The Communications Committee includes information about the upcoming survey in the bulletins and other media for each Sunday before the Survey weekend. Include the questions, why you are doing this survey; what will the answers be used for. All the information regarding a PPC can be found online in the Upper Room Document. Key items could be copied and pasted in the bulletin.
- (b) Assign someone or ask to announce the upcoming survey before each Mass to create anticipation.
*Having a variety of people speak is key to being successful.
- (c) Send the information through a letter to existing organizations in your parish. (Knights of Columbus, prayer groups, Catholic Women's League, Adult Faith Study group)
- (d) If you choose, someone can make posters with the date of the survey and the questions. A smaller version of the poster could also be included in the bulletin.
- (e) Communications committee will see to it that, along with the Survey results, a **THANK YOU** to the parishioners for their participation should appear in the bulletin as well as a Thank you to the Ad Hoc committee members.

Revitalization/Formation

Revitalization:

The Ad Hoc Committee hands over the organized Survey responses to the PPC. Using the feedback presented and the priorities indicated, the PPC may choose to reorganize accordingly. This marks the end of the Ad Hoc Committee's mandate.

Members of Ad Hoc Committee who were already on the PPC may remain to form the new PPC. See Upper Room Guidelines. – <https://www.archsaintboniface.ca/> The document is in the pull down menu Diocesan Services in Renewal & Growth of Parish Pastoral Councils.

A Communications ministry is important to continue providing parishioners with on-going information as to the work of their representatives, the members of the PPC.

Formation:

The Upper Room (Guidelines) document provides the information for the formation of the PPC.

Members of the Ad Hoc Committee may certainly remain to form a PPC if they wish. The priorities raised in the Survey will guide the PPC on where to begin.

Survey Feedback (Based on “The Seven Essentials Elements of Parish Life” Document found on the website)

See Appendix 1

Celebration of Recognition/Commissioning of the Parish Pastoral Council (PPC)

See Appendix 2

APPENDICES

APPENDIX 1

Categories used to Compile Survey Feedback (Based on “The Seven Essential Elements of Parish Life” document found on our website – <https://www.archsaintboniface.ca/> The document is in the pull down menu Diocesan Services in Renewal & Growth of Parish Pastoral Councils.

EVANGELIZATION:

- Efforts are made to reach out to the alienated, the inactive, and the unchurched.
- Opportunities are provided for small groups to gather and share faith as it relates to their everyday life.
- Parish renewals, evenings of prayer and/or retreat days are planned to enliven and deepen the faith of the people.
- The parish takes steps to influence the values and decisions of the larger community through prophetic action and works of justice and outreach.

WORSHIP

- Competent individuals are responsible for every aspect of liturgical celebrations.
- Quality in music, including instruments, musicians, and hymn selection, enables the assembly to participate in sung prayer
- All the sacraments are celebrated regularly, with attention given to making them true expressions of the life of the parish.
- Devotional prayer is encouraged, but does not interfere with the primary sacramental celebrations of the parish.

WORD

- **The parish Catechetical leader has appropriate education, ability, and experience to provide catechist formation and effective administration of religious education efforts.**
- **Religious formation or catechesis is planned and evaluated for all in the parish: adults, youth, and children.**
- **Strengthening marriages and nurturing the life of families are priorities for the parish.**

Assistance is provided to help parents understand their roles as ministries to their children in the formation of Christian values.

COMMUNITY

- **There is good spirit of working together among parish groups and organizations.**
- **Programming for parish organizations consistently offers prayer, information, education, entertainment, and hospitality.**
- **There is an annual review of the purpose, effectiveness, and need for each parish organization.**
- **The parish collaborates with the neighboring parishes as appropriate to enhance the mission of the Church.**

SERVICE

- **The parish focuses on the needs of the human community, beginning with its own members and extending to the poor and marginalized in the local area, the nation, and the world.**
- **The parish makes every effort accommodate persons with special needs.**

- Programs that minister to the sick, the bereaved and the homebound are ongoing.
- Racial and ethnic harmony, peacemaking and non-violence, respect for life at all stages, and the practice of spiritual and corporal works of mercy are priority areas for study and action in the parish.

STEWARDSHIP

- Formation efforts help parishioners understand their baptismal responsibility to steward their gifts, including the gifts of faith and life in the church.
- Parishioners who offer their gifts in service to the parish mission are given adequate training, encouragement, and supervision.
- The parish is not overly dependent on extraordinary fund-raisers to support its ordinary budget.
- The Finance Council reflects persons with interest and experience in budgeting, facilities management, and fundraising and development efforts.

LEADERSHIP –

- The pastoral concerns of the parish are assessed, evaluated, and responded to by the parish and pastoral council in collaboration with the pastor and parish staff.
- Decisions are made by consensus after a process of discernment, study, and discussion.
- On-going formation and training of parish leaders is provided for and is informed by universal church teachings.
- Willingness to share staff with other parishes is considered a viable means of ensuring competency in ministerial leadership.

EUCCHARIST AT THE CENTER:

- **The Sunday Eucharist is a priority in the life of the parish and is celebrated with full and active participation of the parishioners.**
- **Well-trained and effective parishioners serve in many liturgical ministries at Sunday Eucharist.**
- **Preaching is directly related to the Scriptures and to the real-life experience of the people.**

OTHER:

APPENDIX 2

Celebration of Recognition/Commissioning of the Parish Pastoral Council (PPC)

The form proposed here is for the recognition of the Parish Pastoral Council (PPC). This recognition of the PPC is presided by the pastor or his delegate and would normally take place during Eucharist on Sunday or on another day when as many people as possible can gather. (Parish Ministries, pgs.134-141)

INTRODUCTION (after Introductory Rites):

The Presider may briefly explain the significance of the Celebration of Recognition of PPC which will be taking place after the Homily.

OPENING PRAYER:

PRESIDER: O God, the giver of every perfect gift, by the grace of baptism, you adopt us as Your own and call

Deliver us from self-seeking and cause us to work for the common good.

Keep us loyal to Christ in all we set out to accomplish that the praise and glory may be Yours alone.

We ask this through our Lord Jesus Christ, Your Son, who live and reigns with you in the unity of the Holy Spirit, God for ever and ever.

ALL: Amen

RECOGNITION (after the Homily):

PRESIDER: "Let the member of the PPC please come forward."

The names of the PPC member are called out as they come forward and stand before the assembly.

PRESIDER: Dear friends, these members of our parish have accepted to serve as an advisory body to the Pastor, and for the parish of (name). In sharing their gifts and wisdom, they have the pastoral needs of this entire faith community at heart. Let us pray for their perseverance in this important service.

COMMITMENT:

PRESIDER: *addresses and questions the PPC:*

My brothers and sisters, you are called to a most important work in our community. Your duty is to foster the pastoral activity of this parish, to help all of us to grow in faithfulness to the Gospel; to be the disciples of Christ that we are called to be.

Because of our knowledge and competence, you have been chosen to share your insights with one another, with your pastor and the whole pastoral team, for the well-being of the entire parish and the building of the kingdom of God.

Therefore, I ask each of you, are you willing to share your insights honestly, with courage and with mutual respect?

PPC members: I am.

PRESIDER: **Are you committed to work together with openness to the needs of every member of this parish community?**

PPC members: I am.

PRESIDER: **Will you strive to make prayer a part of your daily life, ensuring that in all deliberations you are open to the grace of the Holy Spirit?**

PPC members: I am.

PRAYER OF BLESSING:

PRESIDER: **Let us pray.** All pray silently for a moment. *The Presider then extends his hands and continues:*

Ever-living God, You have chosen us to be your beloved people, and have gathered us to live in this parish of (name), to proclaim the Gospel of Christ to all people, and to love and serve you in word, worship, and work.

Bestow your blessings upon these members of our Parish Pastoral Council and let their deliberations be pleasing to you. May your Spirit enlighten their minds, and guide their actions that they may be renewed in faith, united in love, and bring to fulfillment the work of your Church. For your honour and glory and for the benefit of all your people. Blessed are you Lord God, for ever and ever.

All: Amen

PRESENTATION OF A SYMBOL OF THEIR WORK:

The members of the PPC may receive copy of the Bible, or the Constitution of the PPC, or some other symbol of their work.

PRESIDER: Take to heart your responsibility for the parish community and strive to grow in faithfulness to the Gospel.

PPC members respond Amen

GENERAL INTERCESSIONS (Prayer of the faithful)

The members of the PPC return to their places and the General Intercessions follow. These should include an intention for the PPC and for the Parish community. One of the following may be used or adapted:

That the members of our Parish Pastoral Council may give witness to the presence of Christ by lives manifesting faith, hope and love. We pray to the Lord.

That the Church, the People of God, may grow in Christ and in the bond of common fellowship. We pray to the Lord.

That all who are concerned with the welfare of our parish, may open to the movement of the Holy Spirit, and strive to carry out God's will. We pray to the Lord.

LITURGY OF THE EUCHARIST: *The celebration of the Eucharist continues and concludes as usual. It is appropriate for some of the members of the PPC to present the gifts of bread and wine for the celebration.*

PRAYER EXAMPLES

To make the Parish Prayer your own, you may already have one that suits you OR you may choose certain words/phrases that you feel best speak for your parish from the samples here and compose your own.

1. Heavenly Father, we thank you for gathering us together at _____ Parish.
Thank you for calling us to serve as your disciples.
You have charged us through you Son Jesus, with the great mission of evangelizing and witnessing your love in our community and to the world.
Send you Holy Spirit to guide us as we discern Your will for the spiritual renewal and growth of our parish.
Give us strength, courage and clear vision as we use our gifts to serve you.
We entrust our parish family to your care and ask for guidance as we strive to bear witness to the Gospel and to build a vibrant loving parish.
We ask this through Jesus Christ our Lord.

-
2. Thank you, Jesus, for we have found a home in the parish of _____
It is here that we hope to learn, to grow, to love, to share, and to renew our lives. Send your Holy Spirit as we discern the path that we must take, that will lead us closer to You.
Help us to cherish and to appreciate our brothers and sisters, to offer our gifts and talents when needed, to pray, to look after the sick and the needy, and to welcome the stranger and the outcast. Teach us to be patient humble, gentle and kind in the relationships that we build.
Help us to take responsibility for the life of our parish and to labour for the holiness of its members. We ask this in the name of the Father and the Son and the Holy Spirit.

-
3. As we journey together toward a strong and vibrant parish,
We gather as your children to ask You, Holy Spirit, to guide us with Your wisdom.
Help us respond willingly to Your call to serve,
Remind us to strive for unity, compassion and kindness as we gather as brothers and sisters of _____(parish)

-
4. We pray the Lord to grant us courage when experiencing tensions, fears, failures and conflicts
We pray the Lord to grant us discernment to move forward, to dare, to continue.
We pray to grant us peace: to be an oasis for the suffering.
We pray the Lord to grant us love: love for the little ones, love for the sick, and love for those who are absent.
We pray the Lord to give us the strength of forgiveness: to avoid being focussed on the past.
We pray the Lord to grant us an abundance of patience: patience to listen, patience to begin again, to welcome.
We pray the Lord to grant us faith to announce, to echo God's word.
We pray the Lord to grant us openness: openness to welcome others, to share, to enrich to move forward.
We pray to the Lord to grant us generosity to share offer our gifts, talents, experiences, to serve our fellow parishioners in leadership roles and answer the needs of our (name of parish) church community.

5. Heavenly Father, thank you for gathering us together at _____ Parish.
We come before you, conscious of our failings, united in Your name and longing for your blessing.
Lord Jesus, grant us wisdom and forgiveness.
Teach us to grow, love, share, and renew our lives.
Help us to learn from the past and enter confidently into the future.
Help us to cherish, value and respect one another as the Body of Christ.
Holy Spirit, inspire us to offer our gifts and talents where needed;
Help us to become flames of faith, hope and love,
in our families,
in our communities,
and in our workplaces.
Help us to tend to the needy and the sick,
to welcome the stranger and the outcast.
Holy Trinity, guide us as we discern Your will for the spiritual renewal and growth of our parish.
Come to us, remain with us, and enlighten our path.
You desire justice for all; enable us to uphold the rights of others.
Through patience, love, and true charity lead us forward in Your Light.

6. Lord, with trust in Your name,
As we work together toward a revitalized Parish,
We, the parishioners of _____
Ask you, Holy Spirit, to respond willingly to Your call,
to guide us,
to thirst for living sacraments,
to respond willingly to Your call,
to strive for humility, patience and kindness in building stronger relationship with You and those around us.

7. Lord, trusting in your grace,
We gather as your children to ask You, Holy Spirit,
To guide us, as we strive to revitalize and unite our parish,
To respond willingly to your call with kindness and compassion,
To work together with humility and patience so that Your love will be known by all.

8. Prayer before a meeting
Heavenly Father, we come to You, asking for Your guidance, wisdom, and support as we begin this meeting.
We give You thanks for the tasks you have entrusted us to accomplish.
We ask that You make us worth of Your trust,
Send your Holy Spirit to kindle a flame within us.
Give us light and strength to know Your will, to make it our own and to live it in our lives.
Guide us by Your wisdom, support us by Your power.
Allow us to grow closer as a group to discern Your will.
Help us to engage in meaningful discussion.
As we strive to make decisions, fill us with Your Grace and strength, Lord God, to carry out the vision of our parish.
Continue to remind us that, what we do today, all that we accomplish, is for the pursuit of truth for Your greater glory and the service of our brothers and sisters. We ask these things in Your name.

9. Heavenly Father, thank you for gathering us together at _____ Parish.
We come before you, conscious of our failings, united in Your name and longing for your blessing.
Lord Jesus, grant us wisdom and forgiveness.
Teach us to grow, love, share, and renew our lives.
Help us to learn from the past and enter confidently into the future.
Help us to cherish, value and respect one another as the Body of Christ.
Holy Spirit, inspire us to offer our gifts and talents where needed;
Help us to become flames of faith, hope and love,
in our families,
in our communities,
and in our workplaces.
Help us to tend to the needy and the sick,
to welcome the stranger and the outcast.
Holy Trinity, guide us as we discern Your will for the spiritual renewal and growth of our parish.
Come to us, remain with us, and enlighten our path.
You desire justice for all; enable us to uphold the rights of others.
Through patience, love, and true charity lead us forward in Your Light.

10. God, Father full of tenderness for your children.
You fill us with your grace, your joy and your peace.
Guide us as we journey toward a revitalized, strong and united parish.
As Disciples of Christ, we ask that every member of our Christian community be made aware of their vocation
to share their gifts and charisms by putting them at the service of their brothers and sisters.

11. Heavenly Father, we thank you for all your blessing in our life.
Holy Spirit, in these challenging times, we recognize your powerful presence.
We ask for your continued guidance and special grace as we seek to enrich and renew our parish, our minds
and our hearts..
Help us to grow in unity and fellowship.
May our community serve as a place of hope and healing,
a place of worship and spiritual growth; a place of nourishment and support.

12. Heavenly Father, Thank You for all your gracious blessings.
We humbly place our (name Parish) into your hands as we strive to revitalize our parish and rekindle our
faith.
We ask for your guidance as we work and pray together, sharing Your unconditional love, peace and witness
to all.
Holy Trinity, instill within us the desire to use our talents and increase our caring and compassion for one
another, for it is through giving of ourselves that we serve You.
Blessed Mother Mary, please pray for us to become loving and faithful servants by following your Son's
teachings.

COMMUNICATIONS COMMITTEE:

ANNOUNCEMENTS FROM THE PULPIT AND BULLETIN INFORMATION (7 weeks)

If you wish, these may be used by your speaker before the mass, and copied & pasted into your bulletin.

WEEK 1: ANOUNCEMENT from pulpit:

Speaker :

Good morning. My name is... I am a member of the Parish Renewal Committee. Our committee has been meeting with members of the Diocesan Committee for the Renewal & Growth of Parish Pastoral Councils. We are taking steps toward revitalizing and solidifying our own PPC with the goal of putting into action the priorities expressed by you, our parishioners. You will be hearing much more in the weeks to come.

As a first step, we have composed a Parish Prayer which you have received **today**. You will also find it in all future bulletins. We invite each parishioner to pray for our parish during this time of discernment over the next few weeks.

As we move forward, we wish to ensure that everyone's voice is heard. We will be asking everyone to complete a brief survey, in person or through electronic options. This will be held on: _____, here at our parish. The anonymous survey will ask these questions and have room for comments.

After the survey responses have been submitted, the committee will analyze the responses. This will help determine the Parish Pastoral Council's (PPC) priorities and plans for the future. Your responses are vital to the success of our endeavour.

Information will continue to be available to you!

Let us take time to recite our parish prayer together now.

WEEK #1: BULLETIN

The Parish Prayer (to be included in bulletin from now on)

Through prayer, reflection and dialogue, our Parish Renewal Committee and has taken the first steps by organizing into three committees, each with a specific task:

Chair of Parish Renewal Ad Hoc Committee: name & info.

The Prayer Committee has developed the Prayer for Parish Renewal. Chair and members

The Communications Committee will continue keeping parishioners informed thorough various media, speaking at masses, and involving other organized groups in the parish. Chair & members

The Survey Committee has formulated the 2 main Survey Questions and will continue to inform as to procedures. Chair and members.

Any other members

WEEK #2: ANNOUNCEMENT:

Good morning. My name is..... I am a member of the Parish Renewal Committee.

Last week, our **Parish Prayer** was introduced and distributed. Hopefully those who did not receive it then, have received it today. Please feel free to bring one to someone who may not be able to attend Mass. Everyone's prayers as needed! It will also be in the bulletin from now on.

You were also informed about an upcoming Survey to be held on: ----- An example of the survey is in the bulletin. Please think and pray about these questions and the comments that you will include on SURVEY WEEKEND.

More information is in the bulletin!

Please join me in reciting our new Parish Prayer.

WEEK # 2: BULLETIN

Parish Survey: Why is this Survey being done?

The Goal of a parish- wide Survey is to ensure that every voice is heard. A Survey offers the best means of feedback from all parishioners as to the needs and wishes that are a priority here in our parish.

Once the Survey feedback has been reviewed and parish priorities have been identified, time will be taken to discern which individuals wish to be part of the new PPC We will then form a new Parish Pastoral Council(PPC). This PPC will have the responsibility of working with our Pastor to further develop our church community and work toward the spiritual growth of its members.

Parish Survey:

#1. What do you like about our Parish?

#2. What would you like to see in our Parish?

Additional Comments

Please continue to pray for our Parish by reciting our Parish Prayer.

WEEK #3: ANNOUNCEMENT:

"Good morning. My name is..... I am a member of the Parish Renewal Committee. Our Committee is working toward a renewed vision and direction of the life of our parish. We are all encouraged to think and pray on the Survey questions which are included in your bulletin. More information concerning Parish Pastoral Council (PPC) is also included in the bulletin.

Please join me in reciting our new Parish Prayer.

WEEK #3 Bulletin: What is a Parish Pastoral Council (PPC)??

".... It is increasingly clear that in a parish, the two key sources and prime movers are the Pastor and the Parish Pastoral Council (PPC), surrounded by all the faithful." (Archbishop Albert Legatt)

"A Parish Pastoral Council (PPC) is vital in the life of all parishes: it is the principal avenue of consultation and planning.

It is indispensable for fruitful leadership by the Pastor and equally indispensable for all the lay people to properly exercise their 'co-responsibility' for the mission of the Church.

The primary purpose of the PPC is to be the leader and guarantor of unity in faith and in charity among the parishioners. It is always trying to achieve as large a common vision and as strong a consensus of action as possible."

That is the driving force for the survey. Survey questions/comments:

#1. What do you like about our Parish?

#2. What would you like to see in our Parish?

Additional comments:

This Survey will take place on..... and will remain open for email entries for a few days afterward.

WEEK #4 ANNOUNCEMENT:

"Good morning. My name is I am a member of the Parish Renewal Committee. Over the last few weeks, you have received information about the work of the Parish Renewal Committee, received the Parish Prayer, have heard the questions for the upcoming Parish Survey, and have received information about a Parish Pastoral Council (PPC) in the bulletin. We continue to encourage everyone to think and pray on the Survey questions and comments which you may have. This feedback from all of you will lead us to the formation of a well-structured and vibrant Parish Pastoral Council (PPC).

Our Survey Weekend is approaching on..... This survey is anonymous and vital to forming our PPC.

Please join me in reciting our new Parish Prayer.

WEEK 4: BULLETIN

The Goal of a parish- wide Survey is to ensure that every voice is heard. A Survey offers the best means of feedback from all parishioners as to the needs and wishes that are a priority.

God calls to us now and reminds us of our mission to serve the needs of our community. Parishes are being strongly encouraged to revisit whatever plans they may have had to put on hold and re-establish the close bonds of community that may have been affected during the Covid Health Restrictions.

Once the Survey feedback has been reviewed and priorities have been identified, a new Parish Pastoral Council (PPC) will be formed. New members and previous members will be invited to offer their ideas and service.

Survey Questions/Comments

#1 What do you like about our Parish?

#2 What would you like to see in our Parish?

Additional comments:

WEEK # 5 ANNOUNCEMENT:

Good morning. My name is I am a member of the Parish Renewal Committee.

Our Parish Renewal Committee continues to meet with the Diocesan team which offers guidance & support. We are working together to plan the future of our parish.

Count-down to Survey week-end is just weeks!!!!

Please pray our Parish Prayer with me for the success of our undertaking.

WEEK # 6: ANNOUNCEMENT::

Good Morning! My name is I am a member of the Parish Renewal Committee. Next week is SURVEY WEEK-END in our parish!! These past weeks we have journeyed toward our goal of receiving parishioners' feedback and working toward a renewed Parish Pastoral council (PPC) and a revitalized Parish!!

We look forward to your participation next week. The Survey will begin at: (time) and will last 10-15 minute) Mass will then begin.

Thank you for your continued prayer and support for our committee.

Please join me in reciting our Parish Prayer.

Week # 6: BULLETIN

NEXT WEEK-END IS SURVEY WEEK END!!!

Parish Pastoral Council (PPC):

"A Parish Pastoral Council (PPC) is vital in the life of all parishes: it is the principal avenue of consultation and planning.

Regardless of the diversity of our parishes—whether a large urban or a small rural parish, whether a bilingual parish or several parishes clustered together—all are best served by a Parish Pastoral Council (PPC) that is well structured and vibrant.

The primary purpose of the PPC is to be the leader and guarantor of unity in faith and in charity among the parishioners. It is always trying to achieve as large a common vision and as strong a consensus of action as possible. It is indispensable for fruitful leadership by the Pastor and equally indispensable for all the lay people to properly exercise their 'co-responsibility' for the mission of the Church. United in co-responsibility with the Pastor, the PPC members are to pray, reflect, and guide and inspire the parish in defining the pastoral situation of the parish and the initiatives required to meets its particular needs.

It is increasingly clear that in a parish, the two key sources and prime movers are the Pastor and the Parish Pastoral Council (PPC), surrounded by all the faithful."(Archbishop Albert LeGatt), April, 2019)

Survey Questions/Comments

#1. What do you like about our Parish?

#2. What would you like to see in our Parish?

Additional comments

Week #7: ANNOUNCEMENT:

1st speaker: Pastor: It's SURVEY WEEK-END!

Today, our mass will begin 10-15 minutes late. This allows us time to express our feedback on the Survey cards you have just received. Thank you to all who will respond electronically. Thank you all for your continued prayers!

Please remember that your feedback is vital for the successful of a revitalized PPC. Our PPC will take these priorities that you identify and move forward on your behalf!

2nd speaker: Chair of Ad Hoc committee:

Good morning! I am, Chairperson of the Parish Renewal Committee.

- Explain procedures for the Survey to be filled out now.
- State that it is anonymous
- Explain how the committee will collect the cards
- Explain that all feedback will be collected and that the results will be shared soon

Thank you all for your prayers & support. We look forward to receiving your feedback. The new PPC will inform you of the results and continue keeping you informed on their work.

Thank you, Father for allowing this survey to proceed at this time.