



MALIA PUKA O KALANI CHURCH

5 - Yr (2016-2020) Pastoral Action Plan



Parish Goals:

I. Pillar of Aloha (Hospitality)

- A. Nurture the Spirit of Aloha
- B. Embracing other cultures within the Parish community

II. Pillar of Pule (Prayer)

- A. Start a monthly exposition of the Blessed Sacrament
- B. Establish a Parish Devotion to St. Damien and St Marianne
- C. Announce the development of a Parish Prayer Network
- D. Establish an annual Feast Day of the Parish during celebration of the Feast of the Assumption

III. Pillar of Ho'ona'auao (Formation)

- A. Establish more opportunities for ongoing Formation in the parish
- B. Establish an Inter-parish Vocation Campaign Program
- C. Establish a Family Life Ministry
- D. Establish within the Parish Life Ministry the spearheading of fundraisers by different committees & groups within the Parish
- E. Establish a Young Adult Ministry within the Parish

IV. Pillar of Lawelawe (Service)

- A. Capitalize on existing Food Pantry distribution & re-focus it toward reaching the "Unchurched"
- B. Coordinate with participating parish teams to visit all three (3) prison facilities in East Hawaii

1. Objective / Goal: Publicize Malia Puka O Kalani Parish to greater Hilo Community:					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
1.1 Publicize youth activities in local newspaper	Youth member; youth ministry	1 week before event	Response from community	-	Free publication in "community calendar in local newspaper Reporters, camera, contacts
1.2 Establish Malia information team and document activities to be published in newspapers or local media; involve young folks in confirmation class in documentation	Stewardship and Faith Formation; Liturgy and Worship; Malia Visitor Ministry, Prayer Warrior Ministry	2017	Feedback survey	Number of volunteers	
1.3 Posting rehearsal schedules, songs of the week/month, special masses, or schedules of invited choirs from different churches of different languages in website	Music, publicity	2017 though 2020	Participation	Survey	Website access
1.4 Coordinate with all committees for announcements which shall be delivered before every mass starts	Music	2017 – 2020	Count	Feedback	Announcements
1.5 Create a flyer/whiteboard to be available to pantry clients that	Social Outreach	Feb 2017			computer, flyer template, paper

lists church services at Malia and invites them to attend. Submit flyer/whiteboard to committee members, Father, and Food Bank for approval.			Flyer and whiteboard available		and copying machine or whiteboard, dry erase pens, eraser.
2. Objective / Goal: <i>Identify opportunities to improve Parish facilities & environment:</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
2.2 Create a religions library	Youth ministry (Rose)	ASAP		Library use survey/logs	Donated books
2.2 Coordinate with facilities Com in Improving sound and acoustics in church and hall and Improving visuals of the songs for mass i.e. mounting of projector, procurement of projector for the hall	Music	2017 -2020			
2.3 Oversee the condition of the structural facilities of the Parish for 5 years (see Appendices 1 and 2, for list of projects for entire 5 years)	Maintenance	2016 – 2020			
2.4 Allocate and provide access to a building space complete with phone, camera, and printers for ministry volunteers to work	Pastor, All Ministries	2017	Space allocated		Building space and office materials and supplies

3. Objective / Goal: <i>Identify various cultures represented in Parish and embrace cultural diversity.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
3.1 List cultural groups	Youth ministry	January 2017	Participation		Families
3.2 Organize talent show for our youth	Youth ministry	Annual	Attendance	Student Eval	Funding
3.3 Identify languages spoken by parishioners	Music	2017 – 2020	Participation	Survey	List
3.4 Invite choirs from different churches and languages to sing at Malia at least 2x a year	Music	2017 – 2020	Participation	Survey	Funding/potluck
3.5 Learn more Hawaiian songs to increase repertoire of Hawaiian songs	Music	2017 – 2020	Participation	Survey	Music
3.6 Develop prayer cards in different languages; i.e the sign of the cross	Prayer Warrior Ministry	2017	Use of the cards	Survey	Time, laminator, supplies
3.7 Support the Hospitality Committee in their efforts to implement these goals	Social outreach				

4. Objective / Goal: <i>Incorporate the various cultures identified into the Parish Liturgy and other activities.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
4.1 International Nite	Youth and young adult	1x a year	Attendance	questionnaire	Donation, pot luck
4.2 Translate and sing "The Lord's Prayer" in Hawaiian	Music, Parishioner	2017			
4.3 Develop and laminate prayer card in Spanish for Malia visitors	Prayer Warrior	2017			
4.4 : Support the hospitality and liturgy committees in their efforts to implement this goal	Social outreach				

5. Objective / Goal: *Invite Parish community to participate in the Exposition of the Blessed Sacrament to begin First Friday of every month at 4:30 p.m. before 515 p.m. celebration of the Holy Eucharist.*

Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
5.1 Engage community in a shared experience; publicize in bulletin, brochure, schedule a ministry each month	Faith Formation Liturgy and Worship	2017- 2018	Attendance	Attendance	Leader on brochure, funds
5.2 Develop “Prayer News” containing information on the benefits of adoration	Prayer Warrior	2017	Attendance in Holy Hours	Count	
5.3 Create a flyer/whiteboard to be available to pantry clients that lists these services at Malia and invites pantry clients to attend	Social outreach	Feb 22, 2017	Flyer whiteboard is available for clients at pantry meetings.		computer, flyer template, paper and copying machine or whiteboard, dry erase markers and eraser

6. Objective / Goal: *Schedule special Masses for the Parish on the Saints Feast Days and start a weekly Novena devotional prayer at one weekday Mass for each Saint.*

Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
6.1 Hold novena Mondays (St Damien) and Wednesdays (St. Marianne); invite other churches to participate; laminate novena cards	Faith Formation Liturgy and Worship	Started Oct 2016; Jan 22, 2017 (Holy Family and St. Marianne Feast); May 19, 2017: St Damien Mass to be held (May 6-7)	New faces	Attendance count weekly; quarterly; trends	
6.2 Provide music in special masses	Music	As scheduled	Attendance	Attendance	
6.3 Support the prayer network and the “book of prayer intentions.” Start the pantry food distribution with a time of prayer. Inform pantry clients through literature in the literature resource area of the “book of prayer intentions” and invite them to submit their prayer requests.	Social outreach				1 Timothy 2:1 “I urge then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people...”

7. Objective / Goal: <i>Develop/expand a prayer network within Parish/Community.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
7.1 Organize a group to receive prayer requests	Pastor, Malia Visitor, Formation and congregation	2017 - ongoing	Number of requests	Number of requests	Congregation
7.2 Develop a prayer warrior network through emails, text messaging, prayer news, 3 minute retreats, Ignatian spirituality,	Prayer Warrior Ministry				
8. Objective / Goal: <i>Celebration for our Parish patron saint, the Blessed Mother</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
8.1 Provide music for the celebration of Blessed Mother Marriane during mass	Music	2017 – 2020			
8.2 Family day: picnic, games, Sunday mass begins outside and procession into church	Liturgy and worship	August 2017	Participation	Attendance	Funds

9. Objective / Goal: *Establish more opportunities and topics to promote ongoing Faith Formation in the Parish (seminars/workshops, speakers, various media types; Respect for Life, Church Doctrine, etc)*

Action	Responsible Ministry/ Individual	Timeframe /Implementation date	Success Measures	Evaluation Methods	Resources Needed
9.1 Young adult workshop with speakers	Parish, youth ministries, Diocese (youth ministries)	Annual	Number of participants	Questionnaire, participation	Funding
9.2 Plan fellowships and seminars	Pastor, Faith formation	2018; 2x/year	Evaluation	Feedback	Volunteers, speakers, Funding
9.3 Develop an RCIA program	Pastor, Faith Formation	Ongoing	In progress	Symbols by Pastor	None
9.4 Complete safe environment certification for RE workers	RE Director	Annual	Completed certification		Cost paid
9.5 Develop a continuing formation for adults with invited speakers (invite vicariate + calendar of social events)	Faith Formation	2017-2018	Participation	Speakers	Funds
9.6 Certification/formation seminars for all RE leaders and RCIA	RE Director	3 years	Complete certification	Status report	None
9.7 Standardize Eucharistic practices and protocols	Pastor, Sacristans, and Eucharistic Ministers	January 7, 2017	Addressed issues and concerns	Resolved, discuss and disseminate to members	Research standard protocols and procedures

9.8 Gather online resources for inspirational prayers, Catholic spirituality for all parishioners to access anytime	Prayer warrior Ministry	2017			Computers, office space, projectors.
9.9: Contact Diocesan Office of Social Ministry to see if any seminars/workshops/speakers are available for Social Ministry topics.	Social outreach	2017			Diocesan office of Social Ministry
10. Objective / Goal: <i>Coordinate with HI Island East and West Vicariates and in the long run, with neighbor island vicariates Pastors in promoting priestly and religious vocations.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
10.1 Support the Faith Formation Committee (FFC) in their efforts to implement this goal. Create a flyer/whiteboard to be available to pantry clients that lists the services at Malia and invites them and their family members to attend services	Social outreach	January 2017	Committee members pray for vocations at SOM committee meetings		

11. Objective / Goal: <i>Establish a Family Life Ministry.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
11.1 Family picnic	Youth ministry; parish	Annual	Attendance	Family Evaluation	Potluck
11.2 Encourage families to design and make prayer spaces or alters in their homes e.g. kitchen Madonna	Prayer Warrior Ministry	Lent 2017	Participation	Alters in home	Crafts, donations
11.3 Create a flyer/whiteboard to be available to pantry clients that lists the services at Malia and invites them and their family members to attend services.	Social outreach	Feb 2017	Flyer/Whiteboard available		computer, flyer template, paper and copying machine or whiteboard, dry erase markers and eraser.
12. Objective / Goal: <i>Establish within the <u>Parish Life</u> Ministry the spearheading of fundraisers by different committees and groups within the Parish. Create committee groups to head the parish's 6 FR events each yr.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
12.1 Recognition of outstanding family	Youth ministry	Annual	Attendance		Funding
12.2 Continue custody, accounting and security of funds received at 6 FR events	MC (Money Counters)	With 5 days of event	Custody and counting in accordance with standard procedures	Compliance of procedures	Trained money counters

12.3 Seek more money counters	MC	Ongoing	4 new members		
12.4 Provide periodic refresher training for MC individuals	MC	Ongoing; 2x/year			Training materials
12.5 Set term limits for MC	MC Chair	To be set			
12.6 Eucharistic Ministry and Faith Formation will collaborate to raise funds i.e. space in Hoolaulea	Eucharistic and Faith Formation ministry	August 19, 2017	Net profit	Monies received	Parishioners, Donations, Money Counters
12.7 Support parish fundraising activities	Social outreach	2017 and onwards			

13. Objective / Goal: *Grow the Young Adult Ministry in the Parish. Tap on members of Singles for Christ.*

Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
3.1 RE in the evenings	Youth ministry	Before confirmation	Attendance		Books and potluck Funding
3.2 Raise funds to send as many youths for world youth day conf	Youth ministry and parish	2x a year	Experience	Student eval	
3.3 Take youth to retreat around island	Youth ministry	2x a year	Attendance	Attendance	Funding
3.4 Allow youth to meet other church youth groups by traveling to mainland	Youth ministry	Annual	Attendance	Student eval	Finance com
	RE Director	Ongoing		Catechist eval	None

3.5 Open house monthly visits with teachers to improve RE program	RE Director	Annual	Parent participation	Catechist monitoring	None
3.6 Organize seminar for receiving sacraments (30 sessions)	Music	2017	Attendance		Pupus
3.7 Extend invitation to young adults and singles for Christ to join choir and musicians	Music	2017	Participation		Pupus
3.8 Coordinate with faith formation or parish council, or responsible committee if music is required in certain activities	Social outreach	2017 and onwards	Participation		
3.9 Support the Faith Formation Committee in their goal to grow the Young Adult ministry. Encourage the Young Adult ministry (YAM) and Singles for Christ (SFC) to support food pantry drives, such as the Knights of Columbus food drive. Encourage them to volunteer in the pantry, when feasible. Encourage them to volunteer for other food pantry projects, such as making books for the children of pantry clients					

14. Objective / Goal: <i>Reach out to the “Unchurched” and former “churched”, who may hunger for an invite</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
4.1 Coordinate with faith formation committee in activities that require music	Music	2017 -2020			
4.2 Offer programs such as “Dynamic Catholic’s of the best version of yourself”	Prayer Warrior	Dependent on implementation of Goal 9			Resources of goal #9
4.3 . Create a flyer/whiteboard to be available to pantry clients that lists church services at Malia and invites them to attend. Submit flyer/whiteboard to committee members, Father, and Food Bank for approval. Make Christian literature available to pantry clients through the literature resource center in the patio.	Social outreach	Create flyer/whiteboard before Jan 2017 Social Outreach Ministry (SOM) meeting. Receive feedback/ suggestions on it. If approved, have flyer copies made & available for use by February Pantry date (2/22/17) or have whiteboard available for use by same time			School supplies are collected and given to local children in need. -computer, flyer template, paper and copying machine or whiteboard, dry erase pens, eraser. Bibles, New Testaments and Christian literature. -Volunteers and funding for food for Meal in the
4.4 Recruit volunteers in order to reestablish the “Meal in the Park” program, a collaborative effort with Kuhio Chapel.	Social outreach				
4.5 Partner with HOPE services. Once a year have a drive to collect needed items for homeless veterans transitioning into permanent housing	Social outreach	On going			

<p>4.6 Encourage parishioner to have a "catholic" (universal) viewpoint by reaching out to the unchurched in other countries through Operation Christmas Child (OCC) and Catholic Relief Services (CRS) Lenten Rice Bowl projects.</p>	<p>Social outreach</p>	<p>Yearly in October & November. CRS Lenten Rice Bowl: yearly during Lent</p>			<p>Park, collaboration with Kuhio Chapel volunteers.</p> <ul style="list-style-type: none">- Storage space for collected items,
<p>4.7 Once a year have a school supplies drive and distribute supplies not only to needy children in parish, but also in surrounding schools.</p>	<p>Social outreach</p>				<p>collaboration with HOPE services, announcements at Mass and in Parish bulletin.</p> <ul style="list-style-type: none">- Shoeboxes and brochures from OCC,announcements at mass and in parish bulletin,collaboration with local OCC leadership.- Storage space for collected items,collaboration with local schools,

15. Objective / Goal: *Expand the number serving our Parish prison ministry and implement a schedule so they're available to serve the 3 East Hawaii prison facilities on a regular basis*

Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
15.1 Provide music (if schedule allows) to masses or other activities that designated committee initiate	Music	2017 -2020			
15. 2 Contact Chaplain Mike of Good News Jail and Prison ministry. Find out what days and times are available for volunteers to go into the prisons. Report info at SOM committee meeting.	Social outreach	Contact Chaplain Mike by July 2017	Chaplain contacted and info shared with committee members		Chaplain Mike, Good News Jail and Prison ministry
15.3 Network with other parishes to find out if volunteers from other parishes are presently going into the prisons for ministry and see if Malia can partner or collaborate with them.	Social outreach	Gather info and report to committee by July 2017	Other parishes contacted and info shared with committee members		East Hawaii Vicariate
15.4. Recruit volunteers for this ministry. Refer any new volunteers to the Dept. of Public Safety (DPS) to complete mandatory classes for entry into the prisons.	Social outreach	Ongoing recruitment. Refer volunteers to next available DPS class	New volunteers; volunteers complete mandatory classes		Dept. of Public Safety
15.5 Partner with HOPE services. One time each year have a parish	Social outreach		Needed items for HOPE		HOPE services

drive to collect needed items (e.g., toiletries) for incarcerated women and men.		Consult with Hope Services to establish a time frame.	services' clients are collected & given to HOPE services.		
16. Objective / Goal: <i>Develop a plan for recruiting new volunteers and preserve sustainability of the Parish's future.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
16.1 Coordinate with designated committee and provide music when such activities require them	Music	2017 -2020			
16. 2 Assign 3 greeters to greet and welcome those attending masses	Pastor and all ministries	2017	Implemented by Easter 2017 participated by all ministries		
16.3 Approach people on a one-to-one basis to encourage them to volunteer. Provide information on the Social Outreach Ministry (SOM) Committee and its mission and projects. Invite prospective volunteers to attend a	Social outreach	Ongoing	increase in the number of parishioners volunteering		gallupstrengths center.com, Faith Formation or other appropriate committee

<p>SOM committee meeting. If someone chooses to become a member of the committee, provide them with info and ongoing support to retain them as a volunteer.</p> <p>16.4 Consider having parishioners take the Gallup Strengths Survey to identify their strengths and gifts for ministry. Refer to appropriate committee for their Consideration</p> <p>16.5 Consider having workshops in Communication to improve communication in the parish. Refer to appropriate committee for their consideration.</p>	<p>Social outreach</p> <p>Social outreach</p>	<p>Ongoing</p> <p>Ongoing</p>			
17. Objective / Goal: <i>Discuss and Develop a idea or process that would improve or be valuable to the team an/or the Parish; something not mentioned previously.</i>					
Action	Responsible Ministry/ Individual	Timeframe/ Implementation date	Success Measures	Evaluation Methods	Resources Needed
<p>17.1 Develop a standard protocol for requesting pyx and prayer card for those visiting the homebound</p>	<p>Pastor, Prayer Warrior Ministry</p>	<p>2017</p>			<p>Forms, record keeping mechanisms</p>
<p>17.2 Re-training of Malia Visitors: calling current visitors, making</p>	<p>Pastor, Prayer Warrior Ministry</p>	<p>2017</p>			

<p>announcements from pulpit and recruiting new members</p> <p>17.3 Develop new approach for adding and deleting names on bulletin board of prayers list, and book of prayers needs to be revamped</p> <p>17.4 : Consider hosting a “Life in the Spirit” seminar in the parish or encourage parishioners to participate in one if another parish has one. Suggest the appropriate committee contact the Diocesan office to see if resources are available to host a workshop on effective communication in the Parish</p>	<p>Prayer Warrior Ministry</p> <p>Social outreach</p>				<p>Diocesan offices, Hawaii Catholic Charismatic Renewal Services (HCCRS)</p>
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APPENDIX 1

Facilities and Maintenance – Rev 12/8/16

GOAL #1: The Maintenance Committee will oversee the condition of the structural facilities of the Parish.

OBJECTIVE A: The Maintenance Committee will oversee repairs and improvements to Parish facilities as outlined in the current 5-Year Maintenance Plan (Appendix 5).

OBJECTIVE B: The Maintenance Committee will annually update the 5-Year Maintenance Plan and submit it to the Pastor, who will submit it to the Diocese for approval.

OBJECTIVE C: The Maintenance Committee will solicit bids in accordance with Diocesan Standards and review all bids prior to recommending a bidder to the Finance Committee and to the Pastor.

OBJECTIVE D: The Maintenance Committee will address other facility-related needs of the Parish as they arise.

OBJECTIVE E: The Maintenance Committee will submit all major expense projects to the Finance Committee to ensure that all actions are within Parish budget capabilities.

GOAL #2: The following projects are scheduled to be started and completed during 2016-2017. Refer to Appendix 5 for the entire 5-Year Maintenance Plan.

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Replace roofing over the Hall Kitchen	7/1/16	6/30/17	\$2,000		RM
Replace aluminum frames and wooden louvers along both sides of church.	7/1/16	6/30/17	\$2,000		RM
Repair doors and windows of classrooms.	7/1/16	6/30/17	\$2,000		RM

APPENDIX 2: Five-Year Maintenance Plan

Each project has been given a name and a brief description, the estimated start and finish dates, the estimated cost, and the category of the project. This information is for planning purposes only and is not to be regarded as a commitment by either the Parish or the Diocese.

Project Category Key: RM – Repair & Maintenance
 REN – Renovation
 NC – New Construction

Malia Maintenance Year 1
 Fiscal Year 2016-2017
 As of November 30, 2016

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Replace roofing over the hall kitchen	7/1/16	6/30/17	\$2,000		RM
Replace aluminum frames and wooden louvers along both sides of church.	7/1/16	6/30/17	\$2,000		RM
Repair school floor and replace light fixtures to CFL's.	7/1/16	6/30/17	\$1,000		RM

Malia Maintenance Year 2
 Fiscal Year 2017-2018
 As of November 30, 2016

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Repair doors and windows of classrooms.	7/1/17	6/30/18	\$1,000		RM
Repair pantry and kitchen	7/1/17	6/30/18	\$2,000		RM
Purchase kitchen equipment.	7/1/17	6/30/18	\$1,000		RM
Pave area at recently-demolished quonset building for additional parking.	7/1/17	6/30/18	\$10,000		NC

Malia Maintenance Year 3
 Fiscal Year 2018-2019
 As of November 30, 2016

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Repair all window frames and warped siding of all buildings,	7/1/18	6/30/19	\$7,500		NC
Add a splitter box to separate meter usage between the hall and school.	7/1/18	6/30/19	\$2,000		REN
Replace gutters and downspouts at hall and school.	7/1/18	6/30/19	\$1,000		RM
Extend paved area for parking to the mauka end of the lot.	7/1/18	6/30/19	\$10,000		NC

Malia Maintenance Year 4
 Fiscal Year 2019-2020
 As of November 30, 2016

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Parking lot lighting.	7/1/19	6/30/20	\$10,000		NC
Hall door replacement.	7/1/19	6/30/20	\$2,000		RM
Remodel bathroom in rectory basement to ADA standard.	7/1/19	6/30/20	\$30,000		REN

Malia Maintenance Year 5
 Fiscal Year 2020-2021
 As of November 30, 2016

Project Name	Estimated Start Date	Estimated Finish Date	Estimated Cost	Actual Cost	Category
Repair exterior of rectory and replace roof.	7/1/20	6/30/21	\$10,000		RM
Replace roof of hall & school	7/1/20	6/30/21	\$100,000		REN
Renovate the hall, bring into compliance with all codes including ADA/	7/1/20	6/30/21	\$175,000		REN