
Guidance for Parish Survey Review and Reflection

The following guidance will help you and your Planning Team review and reflect on the survey results, and prepare your Parish Mission-Readiness Statement (**due by September 30, 2016**). The reflection process and statement are meant to highlight our opportunities for and challenges to sharing the joy of Christ with others. As such, they should prove useful both now and in the future, when parish cluster planning begins.

What You Received

Your email should have contained six attachments (or eight attachments, if the parish shares a pastor or PLD with another parish). They are as follows:

- 1. Guidance for Survey Review and Reflection**
This document describes the various reports provided and offers guidance on how to reflect on them. It includes the template for your Parish Mission-Readiness Statement, as well.
- 2. Original survey**
This is a copy of the adult survey that was provided online and in paper format, for your reference during the reflection. Copies of the Youth Survey and Survey in Spanish can be downloaded at www.BeMissionaryDisciples.org/Planning/Pastoral-Planning-Tools.
- 3. Parish-level survey results (full report)**
This document is a graphic reporting of the individual parish survey results. It is based on those respondents that identified this parish as the parish they most frequently attend.
- 4. Parish-level survey results (text answers)**
This document provides all of the text answers received for any questions that allowed for a fill-in-the-blank answer. This includes the listing of additional parishes the respondent attends, any questions that had an "other" option, and any open-ended questions.
- 5. Multi-parish-level survey results (full report) (shared pastor only)**
This document is only provided for those parishes that share a pastor with one or more other parishes. It aggregates the responses for these parishes, in case the preference is to do the reflection at the multi-parish level or with these results in mind.
- 6. Region-level survey results (full report)**
This document provides aggregated survey results for all of the parishes within a region. This may be a helpful point of comparison, especially if any given parish did not have a sufficient number of responses to conduct a well-informed reflection.
- 7. Parish Data Executive Summary**
This document provides historical information related to several types of parish data. It is meant to give a snapshot of trends over the past ten years related to areas that impact evangelization efforts. This information may prove useful during the reflection process.
- 8. Multi-parish Parish Data Executive Summary (shared pastor only)**
This document is only provided for those parishes that share a pastor with one or more other parishes. It aggregates the data for these parishes.

Additional reports are available on the Pastoral Planning Tools page of the Be Missionary Disciples website (www.BeMissionaryDisciples.org/Planning/Pastoral-Planning-Tools). These include several Archdiocesan-level reports sorted by some demographic groups, as well as a comparative analysis of how those who are “most inspired” and “least inspired” by their parish answered certain questions.

Suggestions for Gathering a Planning Team

The Planning Team will be responsible for undertaking the review and reflection process and preparing the **Parish Mission-Readiness Statement by September 30**. They may also be responsible for communicating with other parishioners about the review and reflection process and/or soliciting input from them, as appropriate. Members of the planning team could be gathered from:

- **Parish leadership:** pastoral council members or mission & planning board members; finance council members; corporators; parish committee members
- **Parish staff:** pastoral associate; director of religious education; business manager
- **Other parishioners:** those who have shown an interest in evangelization, strategic planning, collaboration with other parishes; past members of parish leadership groups; those whose professions draw on elements of strategic planning, communications, ministry to others

Members of the planning team should have many of the same qualities valuable to pastoral councils or mission & planning boards – **spirituality, cooperativeness, discernment, vision, and mission-focus** – as well as the time to commit to a focused period of reflection and collaboration to produce a statement for the parish.

How to Review and Reflect on the Documents

The survey response reports are organized in a format similar to the survey itself: focused around the key questions that Archbishop Lori articulated in the Introduction to his pastoral letter.

Reflection questions for each section of the survey responses appear in the left-hand column of the parish-level reports. These questions are meant to facilitate discussion on what the responses reveal. As conversation starters, they may lead you to draw in other sources of information. The degree to which to you do this will be guided by the direction in which your discussions go.

PURPOSE AND PREPARATION

The review and reflection process is meant to be an opportunity for parishes to focus their attention on the mission of the Church and its **core mission priorities**. It is hoped that some useful and insightful information can be gleaned from the results, particularly when paired with other parish and community information. The survey results are meant to be a tool at the disposal of the parish to use to the greatest extent possible as it continues its work to bring the Gospel to a world that is hungering for Good News.

To this end, the Planning Team may wish to reread the Archbishop’s pastoral letter to reacquaint themselves with the concepts that underpin the planning process. Most especially, the review and reflection process should be entered into with prayer, calling on the Holy Spirit’s guidance in discerning the will of God as we envision how to make His son, Jesus Christ, evermore present to those in our midst.

CORE MISSION PRIORITIES:

Prayer, Worship & Sacramental Life

Welcome & Fellowship

Evangelization

Material and Pastoral Care for the

Poor & Suffering

Education, Faith Formation &

Discipleship

Promotion of Vocations

Stewardship of Resources

Below are some helpful hints to keep in mind during the review and reflection process:

1. Be sure to review the text answers that were provided. These are the direct responses people wrote for questions that requested fill-in-the-blank answers or allowed for “other” selections. This is important feedback that will not be gleaned simply from reviewing the survey report. Questions were meant to evoke responses that could open up avenues for growth. While some feedback might be painful to read, even criticism can be constructive and, through the grace of God, end up being a blessing in disguise.
2. As you review and reflect on the responses, pay close attention not only to the majority responses but also to those in the minority. Sometimes this can be extremely meaningful.
3. Also, pay close attention to who is not well represented and keep these “unheard” voices in mind during your reflection. Spend just as much time discussing those who did not respond as those who did.
4. If your parish received a low response rate for the survey, please use the region reports to the greatest extent possible. These reports provide responses from your parishioners’ peers and neighbors - others who live and worship in the same general area. This should be able to give you a general sense of how your own parishioners may feel.
5. Greater context can be provided for your parish results by reviewing and reflecting on the region and Archdiocesan-level reports, both of which can be found on the Be Missionary Disciples website under Pastoral Planning Tools (www.BeMissionaryDisciples.org/Planning/Pastoral-Planning-Tools). Factor these in to the greatest extent possible.
6. Do not hesitate to seek out additional information where necessary, or to integrate information you may have from previous planning efforts or parish surveys. See the Additional Resources section below for some suggestions.

VOICES TO CONSIDER:

- *the disaffected;*
- *the “Christmas and Easter Catholics;”*
- *those who are conflicted about their faith;*
- *those who are comfortable with their faith but could grow more; and,*
- *those who are true missionary disciples.*

Some technical notes to keep in mind:

1. Note the number of responses provided for the entire parish (upper right corner of page 1), as well as the number of responses provided for each question.
 - a. If multiple choices were allowed within the same question, the count (n=....) will be for the entire number of responses (each selection was counted as 1).
 - b. Also note that not everyone answered every question, so the count will vary from one question to another.
2. With the exception of the first set of responses indicating age groups, all youth (11-17 years old) responses are captured on pages 9 and 10.
3. In some situations, there was no data for a question because no one provided an answer. In those cases, a chart may not appear although legends may still appear.

Notes on the Parish Data Executive Summary

The Parish Data Executive Summaries are derived from data submitted by the parish through the Annual Consolidated Report and Annual Financial Report. Data is provided for fiscal years 2006-2015. If your data appears incomplete or incorrect, please contact Christopher Yeung at Christopher.Yeung@archbalt.org or 410-547-5456.

The Parish Data Executive Summary presents only selected parish data. More detailed data is available and will be provided in future phases of the Be Missionary Disciples planning process.

Additional Resources

One of the best places for you to find additional tools and resources for your reflection process is the Be Missionary Disciples website: www.BeMissionaryDisciples.org.

For **parish or demographic information**, go to the Planning tab and select Pastoral Planning Tools to access the mapping app and other helpful information. A reference guide for how to use the app is provided. To access the tool, use the following:

Username: AOBPlanning

Password: 2015Disciples

Subscribe to the weekly **blog posts** from BeMissionaryDisciples.org. A series of posts will begin soon that is centered around reflecting on the survey results.

For examples of great **resources** that can influence personal conversion, go to the Resources tab to explore and comment on some of the best.

To **talk to someone** from the Department of Evangelization about a specific question or idea, go to the Contact Us tab for information on who to contact and how to reach them.

What to Send Back to the Archdiocese

Please use the template on the following page to complete your Parish Mission-Readiness Statement. Your response should be received **no later than Friday, September 30, 2016** and should be emailed or mailed to:

Daphne.Daly@archbalt.org

or

Office of Pastoral Planning
Archdiocese of Baltimore
320 Cathedral Street
Baltimore, MD 21201

Contact Us

Daphne Daly, Director
Office of Pastoral Planning
Daphne.Daly@archbalt.org
410-547-5545

Christopher Yeung, Associate Director
Office of Pastoral Planning
Christopher.Yeung@archbalt.org
410-547-5456

Parish Mission-Readiness Statement

When you have completed your review and reflection, please provide a written response to the following two items. Your response should be received **no later than Friday, September 30, 2016** and should be emailed to Daphne.Daly@archbalt.org or mailed to:

Office of Pastoral Planning
Archdiocese of Baltimore
320 Cathedral Street
Baltimore, MD 21201

1. In light of your review and reflection, describe the parish's greatest opportunities and challenges to "mission-readiness" and personal and pastoral "missionary conversion" (see sidebar). (2-3 pages maximum)
2. List the parish planning team members who participated in the review and reflection, and briefly (no more than one paragraph) describe the process you used to do your review and reflection, including any input sought from parishioners or people other than the planning team.

What is "mission readiness?"

Mission readiness is the degree to which someone or a group of people are prepared to take up the mission of the Body of Christ to love God, love and serve each other, and make disciples for Christ. It is a two-part equation that requires the cultivation of one's personal and communal faith life, as well as active engagement in the mission of the Church to spread the Gospel message of God's saving love.

What is "missionary conversion?"

The term "missionary conversion" appears in paragraph 25 of *Joy of the Gospel (Evangelii Gaudium)* as a call to Church bodies everywhere to break out of the monotony of "mere administration," which numbs us to the life-giving spirit of evangelization and personal encounter with others.

*...I hope that all communities will devote the necessary effort to advancing along the path of a pastoral and **missionary conversion** which cannot leave things as they presently are. "Mere administration" can no longer be enough...*

I dream of a "missionary option", that is, a missionary impulse capable of transforming everything, so that the Church's customs, ways of doing things, times and schedules, language and structures can be suitably channeled for the evangelization of today's world rather than for her self-preservation...

Evangelii Gaudium, §25, 27

In the same way, we can think about a personal "missionary conversion," a process of allowing Christ to transform us in ways that compel us to share His joy and mystery with those whom we encounter. It is not "business as usual" – rather, it is life-giving in its ability to give us the courage and desire to go beyond our comfort zone.