

Altar Servers

Leader: Karen Aldrich and Charlotte Dotson

Cluster: Liturgy

Altar Servers assist at mass and other liturgical functions. This ministry is open to boys and girls who have received their First Communion. Altar servers and their parents/guardians should be willing to make a commitment to serve on a regular basis. Altar server training is provided.

	Sign-up more servers - schedule two "school sign-up days" in September and April of each school year, in addition to the ministry sign-up for the Parish.
1/31/2009	Have a parent meeting and provide training for new servers and additional training for current servers - will schedule by January 31, 2009.
5/1/2009	Have a social gathering for the servers perhaps including a soccer game between servers and Fr. Andy and their parents by the end of April.

Annulment Partners

Leader: Lorraine Montoto

Cluster: Social Outreach

Assist members seeking annulments at the Diocese of St. Augustine

4/1/2009	Get this ministry started and get someone (perhaps a couple) to lead this ministry.
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Baptism Preparation

Leader: Tom Nasby

Cluster: Formation

Baptisms are held on the second Sunday of every month (except during Lent) following the 12 PM Noon Mass. Parents will be asked to attend the Baptismal Preparation Class which is held on the first Saturday of every month, 10-11:00 A.M. in the church Conference Room.

Standardize Spanish and English baptism classes. Find a DVD for the Spanish class.
Once a year have someone sit in to give feedback from the Religious Education perspective.
Recruit an additional two persons (one for English and one for Spanish) to hold the classes. Level I and II training is needed.
Discuss a parish plan regarding baptisms during Lent.

BEREAVEMENT/GRIEF

Leader: Parish Office

Cluster: Social Outreach

Grief is a wound that needs attention in order to heal. Oftentimes, however, our misconceptions about grief keep us from developing the courage we need to face the struggle of our loneliness and work through our grief. As a result we are often left feeling depressed, angry, guilty, and alone. This ministry tends to the family's needs at the time of a death and gives support from before the funeral to the necessary time after that as companions on the journey of healing.

5/1/2009

Start up this ministry and get someone to lead the ministry.
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Bible Study

Leader: Joanne Davis

Cluster: Formation

Sessions are held periodically on Monday evenings throughout the year (excluding the summer months). Studies of particular Books in the bible are chosen for each session. This gives adults an opportunity to discover what God has to say to each of us through His Word in the Bible.

12/13/2009

Grow our attendance to over 30 participants regularly.
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1/1/2009

Launch an advertising campaign.

5/1/2009

Go on a trip as a ministry to reaffirm the content of study and for spiritual nourishment.
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Business Administration Commissioner

Leader: Benny Rodriguez

Cluster: Administration

The Business Administration Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor (or his designate), the policies governing the business administration of the parish. As requested by the Pastor, shall assist in the areas of parish employment (i.e. screening of church personnel, compensation, benefits, etc.) safety, training, regulatory compliance and human resource information. Shall also report on the efficiency of the management of official parish records, status/use of parish facilities, use of recommended human resource programs within the parish, etc. The areas of this commission include, but are not limited to: parish office, Business Manager, and office staff (within the limits of confidentiality pertaining to staff, parishioners, and all others). The Commissioner is responsible to ensure that the Parish Council is provided a monthly update of the "administrative well being" of the parish and, in consultation with the Pastor, shall be acquainted with directives from the Dioceses that affect change to the normal operation of the parish.

Church Environment

Leader: Lorraine Montoto

Cluster: Liturgy

We decorate the church according to the liturgical seasons and the norms of the liturgy and we keep it clean and attractive for the members of our parish.

3/1/2009 By March, 2009 – a policy established for posters, fliers etc in the vestibule of the church / on the windows etc.

Stressing upon all Mass choirs to leave area clean and not to move chairs and equipment. Once again “take ownership” of that area in the church.

Contemplative Prayer Group

Leader: Maria-Constanza Shults

Cluster: Parish Life

We meet once a week in the church to help each other in learning the art of contemplative prayer.

2/1/2009 Offer on February 21, 2009 from 9:00 AM till 1:00 PM-- "Introduction to Centering Prayer."
Donation is \$15.00

Following this introduction ongoing weekly sessions are to be held Tuesdays at 7:00 PM starting February 24th.

3/21/2009 Offer a Day of Prayer on March 21, 2009 with the worldwide network of contemplative outreach prayer communities. Program begins at 9:30 AM and ends at 3:30 PM. Donation is \$10.00

10/17/2009 Day of Prayer--"Humility"
Program runs from 9:00 AM to 3:30 PM.
Donation is \$10.00

Council of Catholic Women

Leader: Lori Rush

Cluster: Parish Life

The Council of Catholic Women promotes the spiritual welfare of the women at Blessed Trinity Parish and cooperates with the National, Diocesan and Deanery Councils of Catholic Women in carrying out the works entrusted to them by the Bishop of the Diocese of St. Augustine. It cooperates and works with the Pastor to promote the welfare of every aspect of Parish life. The Council encourages by word and action the practice of charity among member and the entire Parish. The Council meets on the second Thursday of every month, September through May, in the Parish Hall. Six Circles belong to the CCW: St. Joseph, Holy Spirit, St. Denis, St. Elizabeth Ann Seton, Our Lady of Mount Carmel, and St. Theresa Avila.

Objective:

To encourage and provide spiritual, educational, philanthropic, financial and social participation within our parish and local community

Mission:

Blessed Trinity's Council of Catholic Women welcomes spiritually motivated women dedicated to their faith and who desire to make a difference by celebrating the diversity of our church and community.

5/1/2009	Finalize CCW page on church website
2/15/2009	Hold St. Valentines Dinner Dance for Parish
4/1/2009	Elect new officers
5/1/2009	Host a "teacher appreciation" program for PREP & BTCS teachers/assistants
5/1/2009	End the CCW year (May) with a surplus in our account and make a donation to the Fr. O'Regan Memorial Fund

Counseling

Leader: Sister Carolyn Tucker/ DCFL

Cluster: Parish Life

1) Sister Carolyn Tucker, a Sister of St. Joseph of St. Augustine, offers counseling service to individuals, couples and families in our Parish and surrounding Parishes. She is a Licensed Marriage and Family Therapist and a Licensed Mental Health Counselor. She can be reached at 904 / 501-5771.

2) Counseling is also available from the Diocesan Center for Family Life. It is a wise decision to seek help for family problems, whether it be in the form of counseling, educational programs, or support groups. Call 308-7474.

Couples for Christ

Leader: Ed and Cen Cabeza

Cluster: Parish Life

Couples who meet together to discuss and enrich their lives in Christ with other married couples. To share life and spiritual experiences together.

2/15/2009	Organize Filipino food sale to help raise funds for Blessed Trinity.
6/1/2009	Goal 2 Date - June 2009 Organize a Christian Life Program (CLP) for the month of June. This is a weekly teaching/prayer meeting lasting for a month that aims to renew Christian faith for couples & singles.
	Goal 3 Date - on-going Be available to help in set-up and clean-up during BT's annual events such as Ministry fair, cookout, donut Sundays, etc.

CRHP

Leader: Mary Griggs

Cluster: Formation

Christ Renews His Parish is an experience and a process designed to enable an individual to move from an experience of "church" to an experience of "being church for others". CRHP is centered on parish renewal weekends and stresses a clear focus on the Gospel. It allows parish renewal in furthering conversion and community; ministry and prayer; healing and holiness; spiritual growth and gospel service. CRHP emphasizes continued growth in Christian life during our daily contacts with others and offers an excellent opportunity to meet other parishioners. Four renewal weekends are presented each year during the Spring and Fall. There are two weekends for Men and two for Women each year. Each renewal weekend is presented by parishioners who have attended the previous renewal weekend.

Our 1st goal would be to successfully present 4 weekends (two each for men and women) in the spring and fall with 25-36 participants. Spring dates are already set for April 25-26, 2009 for women and May 16-17, 2009 for men. The formation of the CRHP continuation committee will help facilitate this goal.

Our secondary goal is naturally part of the CRHP process – to have weekend participants continue the journey through formation, present the next weekend and then go out into the parish to serve in other ministries.

CROSS BEARERS

Leader: Tom Nasby

Cluster: Liturgy

Cross Bearers process into Mass with the Processional Cross along with the celebrant and those involved in the liturgy. The Processional Cross is placed on the altar from the beginning of Mass until the celebrant leaves the altar at the end of Mass. Men, women and young adults are invited to participate in this ministry.

Expand the cross bearer team for each mass. Accomplished through the ministry fair.

Provide education on cross bearer program (pre-mass, post-mass ritual). Improve communication to ensure that all cross bearers are aware of the schedule and up to speed on Inquiry program (see 3).

Meet with RCIA program head and determine how cross bearers can become involved with our planned year-round Inquiry program for potential Catholics.

DISABILITIES

Leader: Parish Office

Cluster: Social Outreach

Members offer needed services and companionship to those in need within our Parish community. The Ministry keeps the Parish aware of the unique ministerial requirements of Parishioners with the disabled. Members can also become involved in Diocesan programs to help and minister to those with special needs.

We would like to find someone to help in this important area.

Donuts

Leader: Parish Office

Cluster: Parish Life

A social time for Parishioners after the 8:00 A.M., 10:00 A.M. and 12 noon Masses on the fourth Sunday of the month in conjunction with the Welcoming/New Registration Team. Each month is sponsored by a different organization in the Parish. This provides you the opportunity to get to know your fellow Parishioners in a casual and friendly setting.

3/1/2009 Continue monthly donuts--place jars out for donations that can help pay for the following month's donuts.

3/1/2009 Work to encourage people to take ownership and use this as a means of getting to know each other--not to carry handfuls of free food home.

ELIZABETH MINISTRY

Leader: Debbie Cruz

Cluster: Parish Life

Peer support providing affirmation, encouragement and assistance in response to the joyful and sorrowful times of all aspects of childbearing years (fertility & infertility, celebration of birth, infant or child loss, and adoption).

We hope to revitalize this ministry. Those interested should contact the parish office.

ENVELOPE SYSTEM

Leader: Parish Office

Cluster: Administration

The Envelope System is highly recommended for all Parishioners. Families of children in the Parish School, families with children attending PREP or sacramental programs, couples wishing to be married, parents wishing to have a child baptized, sponsor certificates for sacraments, and special permission letters for baptisms and marriages cannot be regulated for acceptance if you are not a registered member. You are asked to use your envelopes - EMPTY OR NOT - whenever you attend Mass. Place them in the offertory collection so that your attendance can be recorded. Without this practice it is impossible for us know you are here. It is important for you to know THAT YOU BELONG@ and are part of your Parish.

6/1/2009 To have at least 70% of the parishoners using envelopes.

9/1/2009 Have the children's envelopes counted (school and PREP) to donate to the Family Center

9/1/2009 To have all parishoners provide "Complete Family Info" to enter into PDS.

EUCCHARISTIC MINISTERS

Leader: Laura Morris

Cluster: Liturgy

Eucharistic Ministers are specially trained and commissioned Parishioners who assist the priests in the distribution of Holy Communion. Eucharistic Ministers assist at Mass, along with taking communion to Parishioners in the hospital, in nursing homes, assisted living facilities, as well as those who are homebound.

Twice yearly half day retreats for all ministers.

More lights on the drive behind the social hall.

Have a guest speaker once a year (besides the great ones we have at our Mission at Easter).

Begin talking about and advertising our 50th anniversary celebration

Filipino Community

Leader: _____

Cluster: Parish Life

I HOPE WE CAN DEVELOP SOME PROGRAMS TO REFLECT THE VITALITY OF OUR FILIPINO MEMBERS

FINANCE COUNCIL

Leader: Ronald Davis

Cluster: Administration

This consultative body is composed of Parishioners who have demonstrated an expertise in finance. The council consults and advises the pastor with respect to items such as the annual budget, financial reporting, long-term financial planning, debt and debt management.

11/1/2009	Review the yearly budget and monitor our parish finances.
9/1/2009	Conduct an informal review of the accounting practices of each parish account and organization.
6/1/2009	Make a review of the options for future construction and renovation

FOCUS

Leader: Keegan O'Rourke

Cluster: Parish Life

The Fellowship Of Catholic University Students – known as FOCUS has a group of missionaries based out of Blessed Trinity Parish. They devote their time to the universities and colleges in the area in an effort to keep them in touch with the Church and the spiritual growth and obligations. The team is a dynamic force on the campus of these schools to keep “the church” uppermost in their lives while they are away from home.

“Our mission really is to the students and campus at UNF and we are more connected with Blessed Trinity for the sacramental life because there is no chapel or chaplain at UNF.”

Mission: “To know Christ Jesus and to fulfill His Great Commission by first living and then communicating the fullness of life within the Family of God, the Church.

Girl Scouts

Leader: Judith Lanham

Cluster: Parish Life

Troop 15 of the Daisy's Girl Scouts operates under a charter from the Girl Scouts of America.

To serve the parish and the community we welcome girls ages five and six. New members are welcome.

HISPANIC MINISTRY

Leader: Angel Sanchez

Cluster: Parish Life

Spanish Mass is celebrated every Sunday at 5:00 P.M. Reconciliation, 4:30 P.M. (Prior to Mass). Marriages, baptisms, renewal of marriage vows take place during this Mass but the request must go through the Parish Office first. Receiving any sacraments at Blessed Trinity requires that you are a participating and active member for at least 3 months. Volunteers for ministries for this Mass are always needed.

1/1/2009 Change the name to "Hispanic Apostolate" (January 2009).

1/1/2009 Change the Mission to go in accordance with the new name. (January 2009).

2/1/2008 Regular/Scheduled Adult Formation Classes for those that are involved in the different religious ministry of the parish, Lectors, E.M.H.C., Ushers, and Cross Bearers. (Start in February 2009).

Continue to help with the integration of the Hispanic community into the various ministries of the Parish and to be acknowledged as part of the Parish. (Ongoing 2009).

HOME & SCHOOL ASSOCIATION

Leader: Kelly Sams

Cluster: Parish School

Home & School Association members meet to discuss Blessed Trinity Parish School issues, work on various projects and enjoy social activities. They also organize and participate in fund raisers contributing to the financial needs of the school and the Parish.

Improve the communication between parents and school.

Action: The Home and School Association provided each family with a family directory to enhance communication between each other while also providing an outlet for support and fellowship.

The HSA implemented a change to the format of the HAS General Meetings to open up more opportunity for dialogue, discussion and fellowship.

The HSA has further set a goal to solicit new volunteers.

Promote sports activities.

Action: The HSA will assist the Sports Booster with any event or fundraiser associated with BT sports.

The HSA will assist in the support of the concession stand to provide financial support to BT sports.

The HSA will assist the Sports Booster in facilitating pep rallies at the first and last game.

Pay off fields and upgrade school equipment.

Action: The HSA will pay off sports fields in the amount of \$13,500.

The HSA will upgrade the playground equipment.

The HSA will help to provide Smart Boards for every classroom.

HOMEBOUND

Leader: Parish Office

Cluster: Parish Life

A visit to someone who is homebound because of sickness can truly brighten their day. Someone to pray with them, read to them, or simply be with them when the caretaker cannot be with them.

3/1/2009 Begin looking into those who are homebound--set up a schedule for visits to them with Eucharistic Ministers who are interested in doing so.

6/1/2009 Have Father Andy celebrate Mass in their homes periodically. Ministers could go with him.

KNIGHTS OF COLUMBUS

Leader: Dick Echhoff

Cluster: Parish Life

Faith, fellowship and philanthropy make up the foundation upon which the Knights of Columbus stand. Our programs and projects make a difference in the Church, our community and to those less fortunate in our midst. Knights of Columbus meet twice a month, one business meeting and one social meeting. These meetings allow like-minded men to join in a common cause and offer the opportunity to develop and cement lasting friendships.

To bring a Council into the parish by July 2009.

Get Project Moses which involves the 10 Commandments going in the Parish by October 2009. We are currently going forward with this at Holy Spirit in January.

To support the other ministries with their projects throughout the year.
The Knights could be most useful in help other ministries especially if we are just getting started at Handicapped drive in February/March time frame (Tootsie Roll Drive)

Another three activities:

* The Handicapped drive in February/March time frame (Tootsie Roll Drive).

* The food drive in November to do the food baskets.

* The "Keep Christ in Christmas" magnet/decal sales at the end of November first week of December.

LECTORS

Leader: Joy Turner

Cluster: Liturgy

This ministry offers members of the Parish the opportunity to participate in our Parish Liturgies through the Proclamation of the Word. Group and individual training is offered and encouraged. Lectors are also encouraged to study good techniques in proclaiming the Word of the Lord to the congregation. Lectors function at weekday, Saturday evening and Sunday Masses.

Scheduled Jan / Feb 2009 - Training for New and Experienced Lectors.

1. Review proposed changes.

2. Reiterate procedures of being a good Lector: timeliness (15 minutes before Mass), dress appropriate, prepared, pronunciation and projection, adjust microphone, etc

6/1/2009

Increase Membership.

1. By 2 new Lectors at each Mass

2. Get more Youth Lectors / High School Students.

Each three months conduct a Quarterly Procedure review.

Liturgical Life Commissioner

Leader: Bob Frenzel

Cluster: Liturgy

The Liturgical Life Commissioner evaluates/surveys (i.e. 'sizes up') in consultation with the Pastor (or his designate), the policies governing liturgical planning and practice in the parish. The areas of this commission include, but are not limited to: Eucharistic Ministers, Music, Altar Servers, Lectors, Sacristans, Liturgical Environment, Cross Bearers, and Ushers. The Commissioner is responsible to ensure that the subject Ministries communicate with the Commissioner on a regular basis and provide the Commissioner with monthly reports on activities and issues. Monitors the scheduling efforts for all Liturgical ministries as required by church office directives. Recommends changes, if necessary, to ensure that all scheduling is being performed in a timely manner.

The Liturgical Commissioner will hold quarterly ministry reviews with each member of the Liturgy Committee, in the months of December, March, June and September.

The Liturgical Commissioner will plan and hold semi-annual ministry retreats for all parish ministry members: one pre-Advent and one post-Easter.

The Liturgical Commissioner will, with assistance from an appointed group, develop overall ministry guidelines, training requirements and continuing education opportunities.

LITURGY COMMITTEE

Leader: Bob Frenzel

Cluster: Liturgy

It is the function of the Liturgy Committee to provide for, convey and offer instruction toward the better exercise of rite and function in the celebration of the Eucharist, and provide a better understanding of the Mass, the sacraments, and the prayer of the Church. Serving on the committee are priests, religious and lay persons as well as members of other ministries as related to organizing the sacred worship of the Mass and Sacraments.

The Liturgy Committee will meet monthly, with the exception of the months of January, July and August.

1/15/2009 Each ministry leader will develop and distribute policies and guidelines to all ministers within their groups by January 15, 2009.

The Liturgy Committee will get together once a year for a retreat away from Blessed Trinity.

M.O.M.S.

Leader: Jeri Sullivan

Cluster: Parish Life

Ministry of Mothers Sharing (M.O.M.S.) is a spiritual based peer ministry that encourages and inspires busy mothers to reconnect spiritually with their faith. The ministry centers on a nine week MOMS Journey, through which the women explore and identify their personal values, gifts, and spiritual strengths that they use to minister to their children and families. This realization often transcends through our faith activities strengthening our Christian community.

1/17/2009	Conduct Core team training on January 17th in conjunction with St. Luke's Parish. Much help is needed to rebuild and strengthen a team to help lead this ministry.
2/5/2009	Begin Spring Evening MOMS Journey with 12 active participants taking this journey
12/31/2009	Through reformation of an active core team, reconnect the ministry with a continuation of spiritual based activities outside of our Spring and Fall journeys.

Mass at St. Ephrem

Leader: Jason Gabrien

Cluster: Liturgy

We offer a Mass at 5:30 on Sunday evenings for the convenience of the parish and for the students of UNF. St. Ephrem's is located at 4650 Kernan Blvd S.

We will develop an integration plan to make the Sunday Evening mass at St. Ephrem's an outreach of Blessed Trinity, incorporating our bulletin, announcements and other parish community communication tools.

MEALS ON WHEELS

Leader: Wilhelmena Sawyer

Cluster: Social Outreach

The Meals on Wheels Ministry delivers food to shut-ins and homebound people in our community five days a week. Meals are taken to people who are unable to prepare their own food. Schedules are prepared to meet your availability. You set your own calendar by weeks, once, twice, monthly, etc.

We presently have five drivers.

3/1/2009	RECRUIT THREE MORE DRIVERS
1/1/2009	PUBLICIZE THE WORK OF THIS MINISTRY WITH ARTICLES IN THE BULLETIN IN JANUARY AND JUNE.

Men's Club

Leader: Matt Schmitt

Cluster: Parish Life

The Parish Men's Club is open to all men of the Parish. The mission is to build fellowship and strengthen spirituality, while serving the Parish and assisting other ministries. They help with Parish, School and Diocesan events and are always involved in the various annual programs, events and fund-raisers. The club meets on the first Monday of every month in the Parish Hall.

	Install permanent sign post holders near Beach Blvd
	Select 1-2 outreach programs a year to support.
11/1/2009	Increase club membership by 20% (or 6-8) members by NOV 2009
12/1/2009	Review and update the BTMC bylaws by NOV 2009 and submit for approval in DEC 2009

MUSIC

Leader: Mary Griggs

Cluster: Liturgy

As members of the assembly, the congregation of the faithful and various ministries, we are all called to full, conscious and active participation of the liturgy. Music ministers are present to encourage and help the worshipping assembly fulfill their obligation to participate in a vital part of the liturgy - liturgical song. Singers and musicians always welcomed for any of the Masses.

	Continue to encourage and aid the assembly in full conscious and active participation of the Sunday liturgies, holy days of obligation and other special liturgical celebrations. - Ongoing
	To choose music that is fitting and supports the actions and reflects the message of the readings. – Ongoing.
	To encourage spiritual growth of those involved in the ministry of liturgical music. Immediate and ongoing through prayer at each rehearsal. Plan for future – would like to offer days of reflection 1 during lent 09, one during September 09 and one during Advent 09. This could also be done in conjunction with other ministries like the ministry retreat we just had.

NURSERY

Leader: _____

Cluster: Liturgy

The nursery is open during the 10:00 A.M. Sunday Mass in the school building for children, infant to 3 years old. Volunteers are always needed to help care for and play with the children.

	An evaluation will be made, as part of a study to introduce a Children's Liturgy of the Word, to determine if there is a need or desire for a Nursery during mass.
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OFFICE ANGELS

Leader: Lorraine Montoto

Cluster: Administration

Those who help in the Parish Office or the School Office to assist with the door, telephone and minor clerical duties.

6/1/2009 By June I hope to have ten more Office Angels.

Parish Life Commissioner

Leader: Angel Sanchez

Cluster: Parish Life

The Parish Life Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor (or his designate), the policies governing the formal Parish Clubs and Ministries, with a mission to provide quality life enrichment programs to nurture members of all ages and in all states of Family Life. The areas of this commission include, but are not limited to: CCW, Men's Club, Youth Ministry, Knights of Columbus, Multi-Cultural (Hispanic) Ministry, and Seniors Ministry. The Commissioner is responsible to ensure that the subject Clubs and Ministries communicate with the Commissioner on a regular basis and provide the Commissioner with monthly reports on activities and issues.

2/1/2009 Start Adult Formation for those involved in the various ministries, specially the leaders. (FEB09).

1/1/2009 Revise / Merge / Add or Delete the ministries under Parish Life and review their mission and objectives. (JAN 09).

2/1/2009 Improve communication among ministries, probably start with a quarterly ministry leadership meeting to share their projects and promote unity (FEB 08).

PARISH NURSES

Leader: Teri Kramer

Cluster: Social Outreach

Registered nurses in the Parish have come together to promote health in the Parish by offering Blood Pressure Screening after Masses (periodically throughout the year), as well as an annual Health Fair. They meet monthly to discuss ways to bring more information and services to best educate the community in health.

2/1/2009 Three people are in the ministry right now. We want to recruit at least three more.

5/1/2009 FROM VJH--BEGIN TRAINING AN ASSISTANT FOR TERI WHO COULD STEP INTO FULL LEADERSHIP IN 2010.

5/1/2009 Conduct a needs assessment fo the community and determine what the community would like the nurses to provide.

11/1/2009 Continue to provide a Health Fair once per year and occassional blood pressure checks

Parish Pastoral Council

Leader: Buckley Williams

Cluster: Parish Pastoral Council

The Parish Pastoral Council exercises shared responsibility for the pastoral life of the Parish under the leadership of the Pastor. In this context the purpose of the Council is to prayerfully engage the people and the pastor in common reflection about the Parish's mission and the ministry, to plan, and to evaluate in light of the Gospel and Church teaching. It therefore has four basic responsibilities: 1) to research the needs, the ideas and the hope of the faith community; 2) to encourage and support existing ministries; 3) to evaluate the quality of life of the Parish community; and 4) to plan for the Parish's future by recommending policies, procedures, and programs that will implement its values and fulfill the Church's mission.

	PPC attendance at monthly ministry meetings – should start in January focused on major ministries
1/1/2009	Provide updates from PPC meetings as a short blurb in the church bulletin – recommend starting last weekend of the month following PPC meetings (begin Jan 2009)
6/1/2009	PPC Committee for Bylaws – 3 person committee should begin at January meeting with recommendations at March/April meeting, with final revisions approved at May meeting. Focus will be on potential redundancy in positions, adding to Parish Life Commissioner and finalizing term limits and new members
4/1/2009	Begin dialogue with major ministries to potentially encourage rotation of ministry heads and development of “job descriptions” – may require change in ministry by-laws. Update needed by March/April 2009.
1/1/2009	Encourage “out of the box” thinking of facility improvements to address short term space needs and current/forecasted economic environment. Should begin Jan 2009

PARISH REGISTRATION

Leader: Teresa Michaels

Cluster: Administration

New parishioners are contacted by members of the Welcome Committee to encourage them to complete their membership packet. This process begins when you pick up a "New Registration Envelope" in the back of the church which includes starter envelopes and a registration form. The form is returned to the Parish Office via mail or offertory baskets. You are then contacted and have the option of having someone assist you with this packet by a visit to your home, a special meeting at church, or on registration weekend. On the fourth weekend of every month ("New Parishioner Welcome Weekend"), a packet of organization and ministry materials/resources is distributed.

Parish Staff Meeting

Leader: Father Haut

Cluster: Administration

This is a meeting of the parish employees who are responsible for major parts of the parish work along with those responsible for RCIA, Youth Ministry, the Spanish Apostolate, and Liturgy.

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| 12/31/2009 | Meet monthly for about an hour and a half to discuss the major policy issues facing the parish and to exchange information and feedback about parish events. |
| 6/1/2009 | Build a spirit of cooperation among all the ministries of the parish. We measure our success by tracking conflicts that surface and dealing with them as carefully as possible. |
| | Encourage innovation, ownership, and expansion of parish ministries. |

PRAYER BLANKET

Leader: Pam Register

Cluster: Parish Life

The Prayer Blanket Ministry involves the making of lap-sized blankets that are given to people who are either sick or going through extremely difficult times in their lives. Many caring individuals commit to prayer and help with making the blankets.

RCIA

Leader: Louis Peterman

Cluster: Formation

The RCIA ministers work as a team to welcome, teach, pray, witness and share faith with adults who are seeking the Sacraments of Initiation (Baptism, Confirmation and/or Eucharist). This is carried out both in weekly sessions and in the liturgical celebrations, which incorporate the Rites of Initiation. Catechists, faith sharers (sponsors), musicians, hospitality and scripture sharers volunteer to support the RCIA mission.

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| 1/1/2009 | June 2009 Have four more people committed to work with new candidates during their pre-catechumenate period.(4-6 month period) |
| 1/1/2009 | January 2009 Continue to develop the "year round" model for the RCIA process. Accept previously baptized individuals in the existing weekly gatherings. |
| | No prospective facilitators were found from our participation in the ministry fair this year but we have added to our pool of qualified sponsors ready to go for new candidates. |
| 5/1/2009 | February- May 2009 Set up speaking engagements with appropriate ministries to solicit participation. Form Hospitality team to help with refreshments. |

Religious Education Commissioner

Leader: Tony Zeaiter

Cluster: Formation

The Religious Education Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor (or his designate), the policies governing the educational planning and practice of the parish and the promotion of Vocations within the parish. The areas of this commission include, but are not limited to: PREP, Sacramental Preparation, Bible Study, Adult Education, Baptismal Preparation, Marriage Sponsor Couples, and Religious Vocations. The Commissioner is responsible to ensure that the subject Ministries communicate with the Commissioner on a regular basis and provide the Commissioner with monthly reports on activities and issues.

3/1/2009 Arrange for Catholic speakers to speak every three months. We would like our first one by Easter.

Promote a "Teaching Mass" to refresh our Mass traditions to our congregation by June.
A lot of Catholics do not know why we do what we do at Mass.

RELIGIOUS EDUCATION PROGRAM (PREP)

Leader: Aixa Feliciano

Cluster: Formation

This important ministry provides quality religious education for our Parish children in public schools. Catechists plan, conduct and evaluate weekly classes and are in regular communication with the Parish Director of Religious Education to assure the well-being of the students. The PREP program includes parental participation.

1/1/2009 Begin offering Adult Formation classes at least once a quarter.

9/1/2009 Offer a Childrens' Liturgy of the Word at least once monthly at one of the weekend Masses.

5/1/2009 Recruit volunteers for an Adult Formation team and for Childrens' Liturgy facilitators.

RELIGIOUS GIFT CORNER

Leader: Joan Houseman

Cluster: Parish Life

The Religious Gift Corner is located in the all-purpose room next to the vestibule of the church. The volunteers are available after all the weekend Masses to help parishioners by offering a wide selection of devotional items.

To encourage devotion to Jesus, Mary and the saints through the use of sacramentals by the English and Spanish parishioners.

To educate the congregation by offering bibles, prayerbooks and pamphlets for children and adults.

To offer friendly and knowledgeable assistance to parishioners in their selection of a sacramental as a gift or in their time of need.

RESPECT LIFE

Leader: Eugene Ruschell

Cluster: Formation

Respect Life brings awareness of the sanctity of life from conception through death through education and prayer. Volunteers of this important ministry support activities at both the Parish and Diocesan level.

3/1/2009	To promote the awareness of the importance of protecting life from womb to tomb by conducting membership activities through bulletin inserts and to the various ministries.
6/1/2009	To involve the youth in Respect Life issues.
10/1/2009	To plan a Respect Life activity to be incorporated into the health fair.

SACRISTANS

Leader: Tina Brooks / Lloyd Belson

Cluster: Liturgy

Sacristans prepare for scheduled Masses and other liturgical functions by setting up before the services and properly returning the items to their place and order afterwards.

Parishioners could visit the sacristy to receive information about the preparation for Mass and responsibilities of the sacristan. The liturgical reasons require special details and knowledge of the liturgy. We can explain the reasons for the liturgical colors.

People would be welcome to help set up for special occasions such as Easter and Christmas.

Before each Mass set up liturgical books, vessels and linens. Return articles to proper place after each Mass.

INTRODUCE A GROUP OF FOUR YOUNG PEOPLE INTO THE WORK OF THE SACRISTY SO THEY APPRECIATE THIS ASPECT OF LITURGICAL LIFE AND PREPARE TO TAKE PLACE IN IT AS THEY MATURE.

SCHOOL

Leader: Marie Davis

Cluster: Parish School

Blessed Trinity Catholic School is part of the Diocese of St. Augustine community of schools and an affiliate of the Florida Catholic Conference. It is a member of the National Catholic Educational Association and the Florida Association of Academic Non-Public Schools.

All classroom teachers are state certified and are dedicated to providing students with a challenging curriculum in a Catholic Christian educational environment. Our core curriculum is enriched by courses in Computer Technology, Art, Physical Education, Music, Library/Media, and Spanish.

Extra-curricular activities include Band, Choir, Yearbook, Student Government, Safety Patrol, Karate, Soccer, Softball, and others.

3/1/2009	Investigate ways to solicit scholarship funds to provide assistance with student tuition.
11/24/2008	Promote sporting events through timely communications with parents and parishioners.
1/5/2009	Research the possibility of implementing recycling of plastic and cans in the school cafeteria and parish hall.

School Advisory Board

Leader: Marie Davis

Cluster: Parish School

Blessed Trinity Catholic School Advisory Board advises the Pastor and Principal in the formation and implementation of the policies governing operations of the school.

Duties of the Advisory Board include--develop educational policies and give advice on program selection with the approval of the Pastor and Principal; communicate the purpose and programs of the school to the parish and community; advise in the preparation of the annual budget; consult on policies relating to the planning, operation, and maintenance of facilities and equipment; promote positive public relations; help develop long and short range planning to recruit new students, encourage development and financial stability for the school and help in the planning and construction of new facilities.

9/1/2009	We will look into the feasibility of hiring a Resource teacher to provide assistance to students in need.
3/1/2009	We will outline how a gymnasium would be an asset to the parish community while fulfilling the needs of the school.
2/1/2008	Establish communication with our stakeholders by publishing a factual "state of the school" newsletter starting during Catholic Schools Week.
9/1/2009	Increase our efforts at marketing our school so we have twenty more students by September, 2009.
9/1/2008	We will support the promotion of a building drive to raise funds for this large project.

School Commissioner

Leader: Jose Santa

Cluster: Parish School

The School Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor and the Principal (or their designate), the policies governing the educational planning and practice of the parish school. The areas of this commission include, but are not limited to: the school, HSA and school board (nb. within the limits of confidentiality pertaining to staff, parents or students). The Commissioner is responsible to ensure that the School and/or Board of Directors develops open lines of communication with the Parish Council and reports monthly to the Parish Council including updates on School agenda items and issues that affect the long-term development and growth of the school. The School Board should present to the Parish Council its Annual Plan, to include the projected Budget in August. Any updates of significance should be provided as necessary.

SENIOR CITIZENS

Leader: _____

Cluster: Parish Life

Persons 55+ years young have, in the past, created a A Senior Honor Roll group in the Parish. They met monthly from September through June for recreational, educational, and spiritual enrichment. This could be started again.

Discuss at the next Parish Council meeting the ned for this group.

SEPARATED, DIVORCED AND WIDOWED

Leader: _____

Cluster: Parish Life

A variety of support group meetings/conferences/activities are provided to help those who are adjusting to loss due to marriage, separation or divorce. The ministry is designed to help individuals come to a better understanding of themselves and of their relationship to God and the community. There are a number of support groups in the Diocese of Saint Augustine. Call the Diocesan Center for Family Life to obtain a list of meetings and upcoming activities or visit them online at www.dcf.org. We do not have an active group at this time in Blessed Trinity parish but one could be established.

Discuss at the next Parish Council meeting the ned for this group.

Social Outreach Commission

Leader: Michele Coffee

Cluster: Social Outreach

The Social Outreach Commissioner evaluates/surveys (i.e. 'sizes up') in consultation with the Pastor (or his designate), the policies governing the Parish Outreach Programs. The areas of this commission include, but are not limited to: St. Vincent de Paul, Parish Nurses, Bereavement, Telecare, Pastoral Ministry, Mom's Morning Out, and Welcome Committee. The Commissioner is responsible to ensure that the subject Ministries communicate with the Commissioner on a regular basis and provide the Commissioner with monthly reports on activities and issues.

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| 5/1/2009 | Assist in recruiting new members to ministries that I am responsible for. |
| 5/1/2009 | Assist in any way that I can to get ministry leaders for those ministries that have no one to head them up. |
| 1/1/2009 | Work with Father Haut to determine term limits for ministry leaders. Most ministry leaders maintain that position for several years, and they suffer from burn out. |

Spanish Charismatic Prayer Group

Leader: Armando Mendieta

Cluster: Parish Life

Offering a charismatic prayer community to Spanish speaking members of the parish and others in our area.

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| 4/27/2008 | Increase the number of participants in our weekly prayer meetings fom 25 to 50. |
| 8/31/2009 | Provide at least ten ministers from our group to the larger parish's ministries. |
| 12/31/2008 | Provide four retreats or Life in the Spirit seminars during the year. |

SPONSOR COUPLES (Marriage)

Leader: Jackie and Julio Cerpa

Cluster: Formation

Married couples are invited to sponsor engaged couples who are preparing for the Sacrament of Marriage. This involves witnessing to the love, life and commitment that the married couple experiences in their daily life, offering their knowledge to the engaged couple for consideration. Many times books do not say it all -- wisdom in married life is of great importance and so priceless when shared with others.

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| 4/1/2009 | We have two sponsor couples active today. We would like in 2009 to have two to four more active sponsor couples by Easter. |
| 3/31/2009 | We will have a training workshop for all our sponsor couples by March 2009. |
| | We will aim to contact the couples to be sponsored within a week of hearing from the priest. |
| | Sponsor an annual spiritual "reboot" luncheon for marriage sponsor couples to reenergize and reaffirm them in their ministry. |

ST. VINCENT de PAUL

Leader: Eugene Ruschell

Cluster: Social Outreach

Inspired by Gospel values, the St. Vincent de Paul Society encourages men and women to join together and grow spiritually by offering person to person service to the needy, homeless and down-trodden. To address the needs of the poor, the Society assists and provides basic necessities for them. The Society is totally dependent on private donations and the generosity of the Parishioners who give by way of the Poor Box located in the Church.

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| 1/1/2009 | We have six members now. We would like to find more people to help. We ask new members to do six hours of training and to attend meetings twice a month to cover four modules of education. No meetings are held in December |
| 1/1/2009 | More food donations. Pulpit announcements help increase giving. |

Stewardship Commissioner

Leader: Sal Turso

Cluster: Stewardship

The Stewardship Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor (or his designate), the policies governing the stewardship of the parish. Provides leadership to educate those within the parish on the theology of stewardship, as a committed Christian way of life to include the aspects of time, talent and treasure. Schedules and facilitates parish-based wills and estate planning seminars and promotes support for the Catholic Foundation. The Commissioner is responsible to ensure that the Stewardship Committee communicates with the Commissioner on a regular basis and provide the Commissioner with monthly reports on activities and issues. The commissioner will monitor and report on all capital campaign committees (i.e. goals, accomplishments, etc.) to ensure the Pastoral Council is represented

Stewardship Committee

Leader: Tom Mohr

Cluster: Stewardship

The Stewardship Committee works to educate those within the parish on the theology of stewardship of time, talent and treasure. We arrange programs of parish stewardship, sponsor wills and estate planning seminars and support the Catholic Foundation.

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| 12/31/2009 | The Stewardship Committee will conduct five fellowship-building events during 2009. We will define what these are at our meeting in December. |
| 10/31/2009 | We will conduct a well planned stewardship renewal program in the month of October. |
| 6/1/2009 | We will develop at least one new way of communicating to the parishioners and educating them about the spirituality of stewardship. |
| 10/31/2009 | We will conduct at least one 'Wills Workshop' before the Fall of 2009. |

Strategic Planning Committee

Leader: _____

Cluster: Strategic Planning

The Strategic Planning Commissioner evaluates/surveys (i.e. 'sizes up'), in consultation with the Pastor (or his designate), the policies governing the strategic plan of the parish. Responsible for promoting the establishment/update of a Strategic Plan to meet any needed marketing, technological or communication needs of the parish. Shall sit on Strategic Planning Committee Meetings and necessary subcommittees and provide updates to the Pastoral Council. The areas of this commission include, but are not limited to: the Pastoral Plan, business planning to include marketing; architectural review boards, technology planning to include an IT steering committee which oversees hardware, software, websites, email and other technology initiatives. At least quarterly, provide a detailed report to the Pastoral Council on all major initiatives.

TELE-CARE

Leader: _____

Cluster: Social Outreach

Tele-care is a ministry of caring for our infirm and elderly Parishioners who are homebound and physically unable to join our worship assemblies or participate in the support ministries of the faith community. The homebound person signs on as a member and will receive a call each morning from another Parish member who verifies their safety and well being.

This ministry is not currently active but it could begin again.

5/1/2009

THRIFT SHOP

Leader: Anne Pease

Cluster: Parish Life

Our Thrift Shop, located adjacent to the Parish Hall, is an outreach ministry of the Parish sponsored by the Parish Council of Catholic Women, serving the local community with used clothing, household items, books, small appliances, jewelry, and much more at affordable prices. Donations are always cheerfully accepted during the store hours, Saturdays, 10 AM to 2 PM. New volunteers are always welcome and encouraged to share their time and talent in this ministry.

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| To financially support the Blessed Trinity Council of Catholic Women |
| To provide the community with gently used clothing and household items at a reasonable price. |
| To occasionally help the needy by providing free clothing and continue to provide clothing to the migrant workers. |

USHERS

Leader: Dave Hebert

Cluster: Liturgy

Men and women are welcomed to participate in this ministry which assist those attending Mass. They greet Parishioners on arrival at Mass, seat them as occasion arises, assist all disabled persons, take up collections, direct Parishioners at Communion time, and distribute bulletins and information.

I HOPE THAT EVERY MEMBER OF THE PARISH WILL DO EVERYTHING POSSIBLE ON THEIR OWN TO CREATE A WELCOMING ENVIRONMENT AT MASS.

We are working to implement these policies--

1. Seating of those that arrive late. Do not seat anyone while readings are going on. Will schedule training for early 2009 to train for Ushers.
 2. Small children that are unruly or crying. Most parents with small children use the cry room. Some don't due to the distractions in the cry room. Will have notes for the Bulletin about using the cry room to start running in 2009.
 3. Inappropriate dress. Know this is an issue that has been around a long time. Another note in the bulletin in 2009
 4. Cell phones and beepers. A reminder is given before each mass but the ones who leave them on are coming to mass late and do not hear this reminder. Not sure if a note in the Bulletin or a sign near the door to remind everyone to silence all cell phones and beepers.
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WELCOME COMMITTEE

Leader: Teresa Michaels

Cluster: Social Outreach

New parishioners are greeted by members of the Welcome Committee during Welcome Weekend (4th Sunday of each month) after each Mass to welcome new parishioners and hand out a parish information packet. The process begins when you complete a registration form available in the back of the church. New parishioners are contacted by a committee member to remind them if their form has not been submitted or completed.

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| 6/1/2009 | All registration forms are completed in their entirety.

During Welcome New Parishioners weekend, each new parishioner will be asked if they received, completed, and returned the registration form to the Parish office. Names and telephone numbers of new parishioners will be written in a notebook, and if forms have not been received in the office, a member of the committee will follow up with the new parishioner to remind them to return the form. |
| 6/1/2009 | To ensure that new parishioners receive information relating to all ministries within our parish community.

During Welcome New Parishioners Weekend, committee members are available to welcome new parishioners and distribute our welcome packet which includes information on all parish ministries. Blessed Trinity also provides a book listing all ministries and contact information for each. |
| 6/1/2009 | To recruit additional members to assist with Welcome Weekends.

We are hoping this will happen during our Ministry Fair the weekend of November 15th and 16th. It could also be worthwhile to approach RCIA candidates toward the end of their indoctrination as a way of introducing parish ministry participation. |

YOUNG ADULT MINISTRY (Ages 18-35)

Leader: Danny Pascicolan

Cluster: Parish Life

Young Adult Ministry is for all young adults single and married, in college and in a career. It is an opportunity to gather and socialize, serve and nurture our spirituality. Young Adult Ministry is a wonderful opportunity for Catholic men and women to gather with their peers and share their faith.

We accomplish our goal through fellowship, scripture reading, and mentoring. The YAMBT web page is www.yambt.org

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| 3/1/2009 | Establish this ministry. By March we hope to have a solid 15 member core group and 6 team leaders at the helm planning and moving the ministry into a well managed faith ministry.

Consider the possibility of hosting an ALPHA retreat here. |
| 10/1/2009 | We hope to have a reputation beyond our parish and hopefully throughout our Diocese that a Young Adult Ministry is formed and active. We hope that accomplishing the mission of spurring interest in the Catholic faith for ages 18-32 will show through our members and our reputation throughout the Diocese. |
| 12/1/2009 | We hope to have doubled our numbers from the March 2009 target of 15 core group members to 30 core group members. |

YOUTH MINISTRY - JUNIOR (Grades 6-8)

Leader: Aixa Feliciano

Cluster: Parish Life

Junior youth group is for all 6th, 7th, and 8th graders who want to have fun with people who share their faith. It is a great opportunity to get to know people from other schools and to build new friendships. Trips, gatherings, meetings and service opportunities are planned throughout the year.

Establish a team of 3-5 adults committed to serving this group.

Provide training, resources, and assistance to team members through the parish and Diocesan and Ministry development opportunities to develop a comprehensive and effective youth program.

Encourage parents to become more involved with their teen by providing two parent/youth events each year.

YOUTH MINISTRY - SENIOR (Grades 9-12)

Leader: Noel & Sheila deLeon

Cluster: Parish Life

Senior youth group is about Bringing Teens Closer 2 Christ. @ All high school students are invited as we gather to have fun and share our faith. There are many opportunities for fun, games, trips, and education, as well as service.

Participate in a minimum of 2 community service events outside of the Parish. Examples: Habijax, Brest Cancer Marathon, Soup Kitchen. Outside the Parish events, only 1 community service event was held this year.

Get more teens involved in all aspects of the Mass, including EM, usher, lector, greeter and most especially the music ministry. Have in place by May 2009 for the Graduates Mass where the teens will be very visible in all areas, especially the choir. Currently there are about 25% of active SYG members involved in the Mass, mostly as alter servers.

The goal would be to double that and have between 40 - 50 % involvement. This would equal about 20 teens involved and integrated in our weekly Mass'.

Trip to NCYC (National Catholic Youth Conference) with Diocese in November 2009. Take a handful of teens to the conference held in Kansas City, MO. Nationally, it gathers 20,000+ Catholic teens from across the country once every other year.

Along with those 3 goals, I would like to continue to evolve the general meetings by having more guest speakers and more peer-to-peer and peer lead discussions during the meetings. I would also like to see more individual teens leading activities / discussions during the lock-in and other events.