

MISSION AND VISION STATEMENTS

PREPARATION FOR WRITING

1. WRITING TEAM

Writing a mission/vision statement is a team effort. The team should be no larger than ten (10) people. This is a suggested list of members:

- a. Religious education leader
- b. Religious education staff members: (paid or volunteer)
including grade level coordinators; secretaries; etc.
- c. Pastor or his representative
- d. A representative from the Pastoral Council or Education Committee
- e. Catechist(s)
- f. Parent(s)

2. TIME CONSIDERATIONS

The group is informed that this task will take several meetings over several months to a year and will require preparation before the sessions. Everyone must be aware of the commitment of time required. People leaving in the middle of the process is disruptive. It is also important not to add people to the group in the middle of the process. Careful planning at the beginning of the process is essential to accomplishing this task in a way which energizes people for the work of Christ instead of draining them.

3. SITE CONSIDERATIONS

It is ideal for people to go to a location apart from the parish. The room should be comfortable and there should be refreshments appropriate to the time of day and season of year. The work that will engage the group is difficult and strenuous and so anything that can be done to make them comfortable will enable a successful conclusion.

4. LEADERSHIP CONSIDERATIONS

It is preferable that the process be lead by someone from outside the parish. The discussions that will ensue in this process will require someone neutral who can listen to all sides of the conversation, encourage everyone to participate, and no one to dominate. It is not the role of the facilitator to contribute to the process but rather to make sure that the process moves along at a reasonable rate and that all parties are heard.

5. MATERIALS CONSIDERATIONS

The following is a list of suggested materials:

- Prayer for the beginning of each session
- A flip chart and markers for recording responses
- A tape recorder may be useful in this process