

We Walk By Faith Directions

STEP 1: ORDER the WWBF reflection questions booklet.

- The Pastor (or Staff) prints the booklet from online or orders from the diocese
- The booklet can be found <http://www.richmonddiocese.org/WWBF.pdf> (last line of the 4th bullet)
- Booklets can be ordered from the Diocese for \$1.75 each
- Pastor gives the council members the booklet to read before the next scheduled Council meeting

STEP 2: Parish Council Meets

- Discuss overall insights and impressions
 - Answer the question: How relevant is this to our parish?
 - Establish how much time you will spend discussing this (maybe 15 minutes)
- Divide the council into four groups, if possible
 - Assign each group a section: Word, Worship, Community or Service
 - Each group discusses the questions for their section
 - Establish how much time you will spend on this (a minimum of 30 minutes is suggested)
- Bring the groups together
 - Discuss overall insights and impression and to answer the following queries:
 - What is particularly helpful in the section just discussed?
 - Is there any additional information we should be asking?

STEP 3: The Council sets dates and assigns roles

- The parish day of reflection (repeat step 2 with all the parishioners that want to participate)
 - Schedule a date for a minimum of 2 hours (suggested to do this on a Saturday)
 - Plan a light snack or lunch for the participants and assign who from the Council will be responsible for coordinating the food
 - Assign a Council member to have copies of the reflections questions and/or booklets.
 - The questions for each individual section is available online
 - <http://www.richmonddiocese.org/WWBF> (bullet number 4)
 - Assign Council members as facilitators for each of the groups: Word, Workshop, Community and Service
 - Facilitators will take some notes from the small group discussion
- Schedule the date of the survey
 - Decide how many surveys will be needed for each liturgy (include all adults and confirmed teenagers)
 - Assign someone to order the agreed number of surveys at least 2 weeks before date of the distribution of the survey: obc@richmonddiocese.org
 - Assign which Council members will pass out and collect the surveys
 - Decide if you will provide pencils or pens for parishioners to have on hand
- Establish date(s) that the Council Chair will announce the day of reflections and the date the surveys will be administered (suggested to announce a minimum of 2 weeks)
 - Include in the announcement that this is an opportunity to be involved in the study of the diocesan parish renewal plan that will also assist the diocese with meeting the needs of the Church
 - Highlight the process of We Walk By Faith and that it is an ongoing process

STEP 4: Parish Day of Reflection (use your own creativity but here's a general guide) – See **Form #1**

- Everyone arrives and gathers as a large group
- A facilitator does an overview of the gathering and purpose of the parish renewal process WWBF
- Divide everyone into 4 groups and assign the section (see Step 2)
 - Determine how the participants will be equally divided into the 4 groups
 - Try to put people in groups with others they are less familiar with
 - If possible, no family members should be in the same group (especially spouses)

- Each group reflects and discusses the questions
- Decide if the groups will stop to have lunch or eat while discussing
- Each facilitator guides the discussion of each of their respective group and takes notes
- Gather everyone back together and discuss impressions of the exercise (see Step 2)
- The Council Chair thanks everyone for coming and lets them know the notes will be included the WWBF process
- Adjourn

STEP 5: Administering the survey

- The pastor does a short homily about stewardship (sharing your gifts and talents)
- Distribute the surveys to the congregation immediately following the homily (it takes about 10 minutes)
- Please read the letter (**Form #2**) copied in the Appendix of this document during liturgy.
- Mail the surveys to We Walk By Faith Office for tabulation and results.
- Surveys results (hard copy and a disk with the raw data) will be mailed back to the parish within 2 weeks of receiving. Call the office if you haven't received results back in that timeframe.

STEP 6: Preparing the parish Self Assessment Report

- After receiving the survey results, publish the document
 - Options include holding a meeting to discuss result with the whole parish or putting the results in the bulletin, or both or other creative ways you may have.
- Parish council needs to address the question:
 - Are there any surprises?
 - Are the results from the survey consistent with the information discussed at parish council and parish meetings?
- Review and attempt to categorize the hand written comments
- Assign writers for final document to write the different sections of the document. (see template report (Form #3). <http://www.richmonddiocese.org/wwbf/outline%20for%20report.pdf>)
 - Use can use the pastoral council and/or the group that reviewed the reflection questions.
- The final report is due to the WWBF Office 1 month prior to the Bishop's visit (by email or mail).
- there will be follow-up for parish request regarding diocesan staff help
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STEP 7: Preparing for the Bishop's visit

- For most parishes, Bishop will celebrate Sunday liturgy in your parish while the pastor will celebrate
- Reserve a parking space for the Bishop
- Following liturgy, host a lunch or provide light refreshments.
- Approximately 15 minutes after Mass and eating has begun, assemble all the parishioners in to the location where the meeting will be held. The place where they are eating and the meeting place can be one and the same.
- Have a mic (lapel or standing) available for the Bishop
- The Bishop will stand and open up the discussion
- The meetings last approximately an hour

In approximately one year, the Bishop will follow-up with the Pastor on how your 1 & 3 year planning is coming along.

Many thanks for your enthusiasm and "good" work on this parish renewal process.

Form #1 – Facilitating the Day of Reflection

1. Invite parishioners to this well in advance.
 - If possible give them the document to read in advance or direct them to the website for the document
 - Plan to spend a minimum of about two hours.
 - Arrange for the for meeting space for the large group and the smaller groups
 - Assign four facilitators (one for each section, of Word, Worship, Community, and Service)
 - The role of the facilitator is to answer questions, assure that the section begins and ends on time, and make available any materials.
 - Small group facilitators are to keep the discussion on track, ensure the conversation doesn't drift off into attempting to solve the parish or Church's problems.

2. Arrival at the day of Reflection gathering.
 - Assign someone (pastor, Chair of the pastoral council, or a volunteer familiar with the process) to do the welcoming and map out the day
 - Divide everyone into the four groups according to the section. (Simple count off 1,2 3,4 is fine)
 - Offers the opportunity to discuss overall insights and impression.
 - If the section group is large, divide them into smaller groups (no larger than 6 people is ideal).
 - The small group is to discuss the questions at the end of the assigned section (ie: Word)
 - Allow 40 minutes for conversation by section.
 - Ask group to agree on three important concepts/answers to questions they want to share with the entire assembly
 - Gather back into the large group
 - The assigned large group facilitator invites groups to share their written thoughts
 - Collect the written notes to be given to the Pastor and/or Pastoral Council
 - Close the sharing and reflections
 - Let the large group know that their reflections will be included in the WWBF process
 - Adjourn



DIOCESE OF RICHMOND

Form #2 - Survey Instructions During Mass

**Directions for “We Walk By Faith” survey.
[to be read from ambo or other suitable location]**

Bishop Francis DiLorenzo has asked that we spend a few minutes this morning (evening) completing a very important survey. This survey will provide information about our parish’s strengths and needs in serving the mission of Jesus Christ. The surveys will be tabulated by the Diocesan Office of Information Technology and the results returned to the pastor and parish council for use in the parish’s self-assessment.

All adults and those teens who are confirmed are asked to participate in this process. The survey will take approximately 10 minutes to complete.

Please open your survey. As you can see, the survey is divided into five sections: Word, Worship, Community, Service as well as some demographic items. On the last page of the survey there are spaces for you to indicate the strengths and needs of our parish and a space for any comments you would like to make.

A pencil or pen can be used to darken the boxes. The ushers will provide pencils to those who need them. Please raise your hand if you need one.

[Pause for a moment.]

For each item in the survey, indicate your own response by darkening the corresponding box associated with your answer. **One survey per person and only one answer per question please.** Your response choices are: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree and Don’t Know.

Please take a few minutes to reflect on the items and then respond as you see the situation here in our parish.

[Pause for a about six minutes.]

Please make comments in the spaces on the last page of the survey.

[Pause for a minute or so]

The ushers will now collect the surveys. If you need more time, please remain after the liturgy to complete your survey. Then, place it in the box marked surveys, which is located

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On behalf of Bishop DiLorenzo, our pastor and the parish council, I thank you for your cooperation in completing this important survey.