

*****SAMPLE*****

St. Benedict Catholic Church - "Building on Faith"

Focus Group, Proposal Worksheet

Title: (The name of the proposal) St. Benedict Church 10th Anniversary Celebration

Purpose: (Why is this proposal a good idea, and how does it fit into the Mission of the Church?)

To celebrate the growth and accomplishments of the people of St. Benedict Parish in fulfilling its mission, and to acknowledge the work and efforts of (1) those who first started the parish as a faith community, (2) those who planned and laid the foundation of our physical facilities, and (3) those who are now serving the people of God and sharing the Catholic values to all in the Falcon area.

Goals: (What should this proposal accomplish, promote, assist, or do for participants and the Church?)

- A. Contact the Charter and Founding Family members still living here and those around the country to document the early history of the parish with interviews, papers, pictures, etc.
- B. Organized planning groups to come up with ways to celebrate this anniversary; a full week of special events, a parish picnic, a Mass celebrated by the Bishop with Eucharistic procession around the property, a commemorative booklet, a parish pictorial directory, etc.
- C. Arrange a parish dinner/dance awards ceremony in St. Scholastica Hall.
- D. Dedication of the new bell tower and bells.
- E.

Activities/Functions: (What does the program involve?) This program involves planning, organizing events, production of printed materials, mailings, scheduling purchases/rentals/deliveries/set-ups/training/advertising/transportation/invitations/etc. To accomplish these tasks, there will be parish-wide meetings, committee meetings, liturgies, a picnic, a dinner/dance, work on printed materials and mailings, contracting catering/rentals/

Program Schedule: What will be the program's basic schedule consist of, as in frequency of gatherings, duration, days of week, times, etc.?) This will be a six (6) month long program, culminating with the week-long anniversary celebration. There will be weekly meetings in addition to the initial kick-off meeting for the whole parish.

Facilities Requirements: (Describe/Lists building facilities required by this program (i.e. room(s) size, tables/chairs, podium, sound system, storage, kitchen, etc.) The Parish Hall will be needed for the initial kick-off meeting, and two or three events during the anniversary week. During all of these events, all of the chairs and tables will be used, along with the PA system and podium. For two of these events, the kitchen will be used, while a cash bar will be set up only for the Dinner/Dance.

Meeting rooms will be used on a weekly basis.

The Church will be used for several liturgies, including the dedication of the bell tower.

Locked storage will also be needed.

Parish Support: (List/Describe the resources the Parish will have to provide to make this program successful (i.e. books, paper supplies, money for training/publications/travel/equipment/memberships/uniforms/etc.) The projected budget for this project is approximately \$5,000.00 The pictorial will primarily be paid for by families purchasing photographs from the vendor. The commemorative booklet will be paid for by sold ads. The Anniversary Committee will need access to the parish office and copy machine.