

A
“How to” Manual
for
Evangelization
Teams

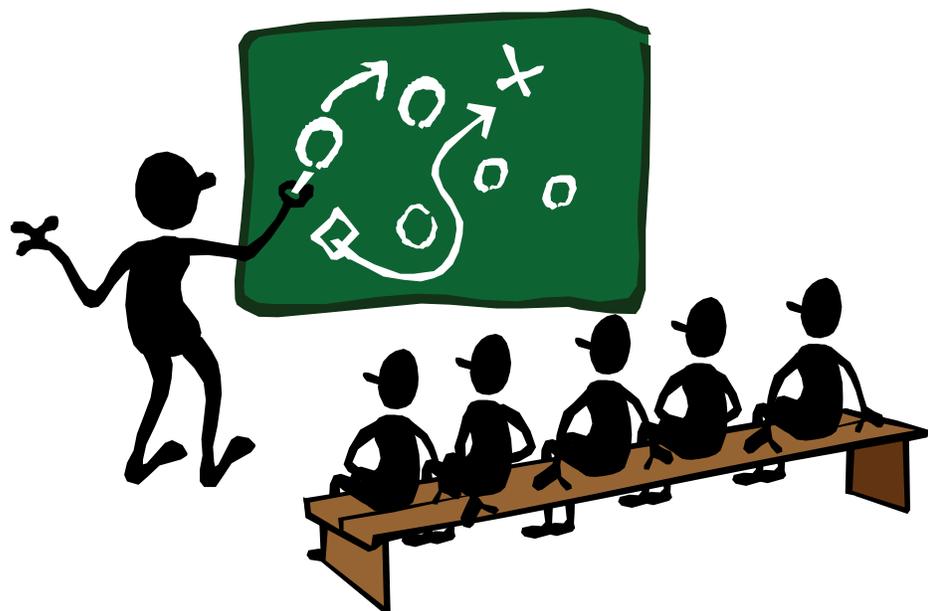


Table of Contents

	Page(s)
Important Information to Begin	3
Development of Evangelization Team	4
Forming an Evangelization Team	5
Action Plan for Evangelization Team	6
Sample Objectives and Strategies	7
Evangelization Ideas Based on Goals I, II, III	8-9
Evangelization Worksheet	10
Obtain Parish Information	11-12
Commissioning of Evangelization Team	13
Resources	14
Names to Remember	15

Created by

Sr. Louise Alff, OSF
Coordinator for Parish Evangelization
Office for Formation of the Laity
Archdiocese of Philadelphia
215-587-0547
SRLALFF@adphila.org

Duplicating

You have permission to duplicate any pages or the whole booklet.

Definition of Evangelization

Evangelization means bringing the Good News of Jesus into every human situation and seeking to convert individuals and society by the divine power of the Gospel itself. (*Go and Make Disciples*, #10)

Two Key Evangelization Documents

1. *On Evangelization in the Modern World*. (Pope Paul VI, 1975)
2. *Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States*. (United States Conference of Catholic Bishops, 1992)

Three goals of Evangelization

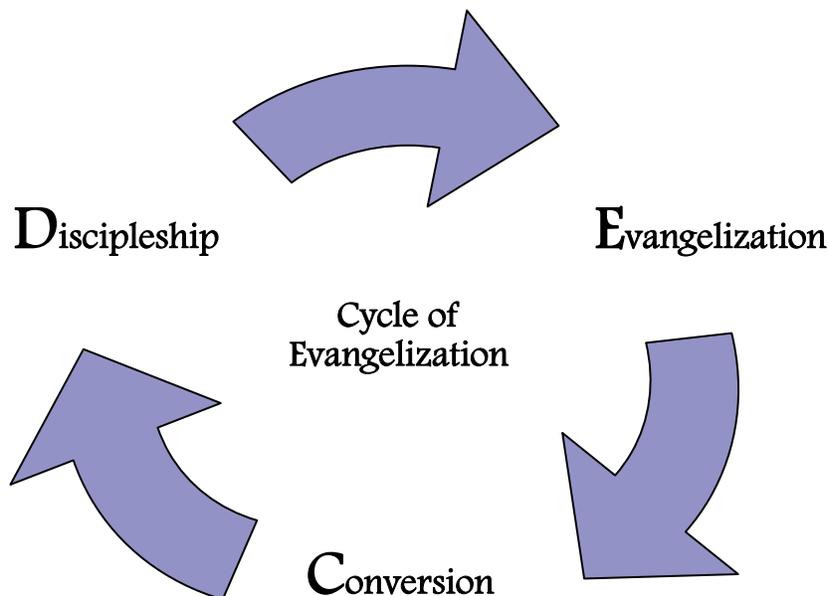
1. Ongoing formation of active Catholics
2. Reaching out to inactive Catholics and those with no faith tradition
3. Transforming society, family and institutions

How to Implement Evangelization in the Parish:

1. Give present ministries a clearer evangelizing focus.
2. Create new ministries to achieve the goals of evangelization.
3. Designating a person as coordinator of evangelization.
4. Have a trained evangelization team to help the whole parish evangelize. (*Go and Make Disciples*, #136)

A Viable Evangelization Team Has:

1. the support of the pastor
2. ongoing communication with the parish pastoral council
3. parish recognition
4. ongoing dialogue with parish groups
5. a strong team
6. a budget



Mission of the Evangelization Team

The Parish Evangelization Team assists the parish in discovering ways to deepen the faith, share the faith and invite others to the faith. They act as a catalyst for evangelization to happen in the parish. They are not the sole evangelizers in the parish.

Make-up and Qualities of Team

- 10-12 people
- Comfortable with faith sharing
- Spirit of prayer
- Love the Church and has a good sense of parish
- Mature in faith and compassionate heart
- Sensible
- Works well with people

Responsibility of the Chairperson(s)

(having co-chairs can make the task easier)

- Ongoing communication with Pastor
- Report to Pastoral Council on team's vision, activities, role
- Keep in contact with members
- Prepare agenda and materials for meeting
- Facilitate the meeting
- Assist team members with their assignments

Responsibility of the Team Members

- Regularly attend the meetings
- Come ready for discussion of agenda items
- Share in the responsibility of seeing that the agenda is carried out, e.g. leading prayer, staying focused, respecting length of meeting time, etc.
- Take responsibility for goals established
- Support other team members

Meetings

- Meet on a regular basis, usually once a month or more often if needed
- Meet for ninety minutes
- Begin with prayer that includes faith sharing
- Attend to agenda items
- End with refreshments

Materials Needed

- For each member—a copy of the document: *Go and Make Disciples*

Time Commitment

- Members are asked to be on the team for at least two years if possible, renewable every June.



Forming an Evangelization Team

Meeting One

Purpose

To determine possible names for an evangelization team and assign roles for the second meeting.

Who attends?

Pastor, parish pastoral council, leaders in the parish and those interested in evangelization.

Materials needed

For each person a copy of “*Important Information to Begin*” and “*Development of Evangelization Team.*” (pgs. 3 and 4)

Opening Prayer

- *Scripture:* Matthew 4:18-22.
- *Share:* What word or phrase strikes me? What is Christ asking of us in this reading?
- *Prayer:* Our Father

Agenda

- Talk about the importance of the Evangelization Team and go over both handouts.
- Develop list of potential people:
 - ☆ Ask for suggested name and put names on a large paper. Note if a person is mentioned more than once.
 - ☆ Pray for all names listed.
 - ☆ From names listed select 12-15 to invite to the next meeting.
- Determine who will invite each person to meeting two.*
- Establish date for meeting two.
- Look over agenda for meeting two and assign various tasks.

*Inviting a person to meeting two

Be brief in your explanation when inviting a person to the meeting, the purpose is to have them attend to learn more about the evangelization team.

Meeting Two

Purpose

To explain the role of the Evangelization Team and receive a commitment from those who have been asked to consider being part of the team.

Who attends?

All those present at meeting one and the guests that were invited to learn more about the Evangelization Team.

Materials needed

For each person a copy of “*Important Information to Begin*” and “*Development of Evangelization Team.*” (pgs. 3 and 4), sample of the Document: *Go and Make Disciples*, nametags, refreshments.

Opening Prayer

- *Scripture:* Matthew 28: 16-20.
- *Share:* What word or phrase strikes me? What is Christ asking of us in this reading?
- *Prayer:* Our Father

Agenda

- Welcome and introductions
- Explain the purpose of the meeting: (Go over both handouts, give time for clarifications, comments, questions.)
- Ask if they would consider being part of the Evangelization Team.
- The ones who say “yes” determine a date for their “First Evangelization Team meeting.”

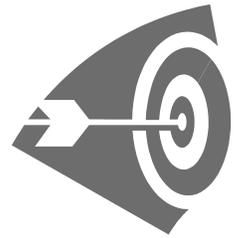


Action Plan for Evangelization Team



Team Prepares Themselves

- Become a faith community
- Study *Go and Make Disciples**
- Learn about parish organization and committees and how they already evangelize
- Become aware of the demographics of the parish
- Discuss articles, listen to talks, watch DVD's that increase your understanding of Catholic evangelization
- Reflect on Scripture passages that highlight evangelization



Team Prepares the Parish Community

- Meet with organizations and committees: share the mission of the Church, explain evangelization, compliment them on the gifts they bring to the parish community, stress the need to continually be an "inviting" community.
- Hold a Parish meeting for the parishioners and explain evangelization, highlighting points in *Go and Make Disciples*.
- Sponsor Holy Hours and retreat evenings on the theme of evangelization
- Provide Adult Formation Sessions and put articles in the bulletin on evangelization
- Speak to parishioners to get their input on the strengths and challenges of the parish
- Include evangelization in the Sunday prayers of petition



Team develops specific plan (use *Sample Objectives and Strategies* pg. 7 and *Evangelization Worksheet* pg. 10)



Team executes plan



Team evaluates plan

How and when will it be evaluated? Who is responsible?

*Paulist National Catholic Evangelization Association (PNCEA)
202-832-5022 • www.pncea.org
Go and Make Disciples (English and Spanish in one volume.) Number 0452. \$7.95

Sample Objectives and Strategies for each Goal of Evangelization

In the Document: *Go and Make Disciples*, the US Bishops give us three goals to address. Under each goal there are many objectives. The Parish Evangelization Team decides on one of these objectives for each goal and then creates a plan of action. Below are examples of that process.

Goal 1

To bring about in all Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others.

Objective taken from this goal

"to make the evangelizing dimension of the Sunday Eucharist more explicit."

Strategy:

- Parishioners share names and greetings at the beginning of each Mass.
- Invite guests to sign a "welcome book" and follow up with a card or phone call.
- Have a faith sharing question at Mass and in the bulletin.

Goal 2

To invite all people in the United States, whatever their social or cultural background, to hear the message of salvation in Jesus Christ so they may come to join us in the fullness of faith in Christ.

Objective taken from this goal

"To effectively invite people to our Church"

Strategy:

- Make our parish webpage clear and welcoming.
- Seek input from 25 people to learn how to be a more welcoming community.
- Develop and distribute an attractive card with parish information. Distribute to area hotels and encourage parishioners to give to neighbors.

Goal 3

To foster Gospel values in our society, promoting the dignity of the human person, the importance of the family, and the common good of our society, so that our nation may continue to be transformed by the saving power of Jesus Christ.

Objective taken from this goal

"To involve parishes and local service groups in the needs of their neighborhood."

Strategy:

- Be part of city-wide clean-up day.
- Research and provide ways that your parish can assist another parish.
- Sponsor service projects for young adults (ex. Habitat for Humanity).

Evangelization Ideas Based on Goals I, II, and III

Goal I: Formation

1. Retreats and missions
2. Prayer groups
3. Follow-up of new Catholics from the RCIA
4. Religious books, CD, DVD lending library
5. Pamphlet rack
6. Bible Study
7. Fellowship after Sunday liturgies
8. Eucharistic Adoration
9. Ongoing lecturer training
10. Liturgy of the Hours
11. Religious book clubs
12. Adult education classes
13. Ministry fair
14. Ministry reflection evening
15. Small Christian communities
16. Workshops on evangelization
17. Bereavement committee
18. Town meetings, surveys, personal interviews
19. Youth activities
20. Celebrate cultural diversity
21. Training of Catholics for one-on-one inviting
22. Formation of Parish Evangelization Team
23. Other...

Goal II: Invitation

1. Greeters at liturgy
2. Clear, visible sign with Mass times
3. Inviting website
4. Information nights
5. Address disabilities (ramps, hearing aid devices, Braille)
6. Parish information at real estate offices, hotels
7. Attractive parish brochure
8. Babysitting service on Sundays
9. Telephone directory ad—large and clear
10. Opportunity to share faith stories (bulletin, small communities, witness talks)
11. Outreach to college students
12. Yearly census or door-to-door visitation
13. Welcoming Team
14. Specific outreach to inactive Catholics
15. Sensitive to single people and couples without children
16. Bulletin board for notices and a suggestion box
17. Photographs of current activities in the parish
18. Guest book for visitors
19. Book for petitions
20. Materials for visually impaired (bulletin, worship aids)
21. Invitational cards in pews
22. Quality Sacramental sessions
23. Reaching out to new residents in the area
24. Annulment workshops
25. Specific program for inactive Catholics (e.g. Landings, Catholics Returning Home)
26. Ecumenical and interfaith gatherings
27. Parish website information on returning to the Church
28. Other...



Goal III: Transformation

1. Social justice outreach
2. Social Justice committee
3. Ecumenical and interfaith outreaches
4. Family retreats
5. Adult enrichment programs to assist families
6. Address social issues that undermine family life
7. Support groups for professionals in the workplace
8. Nursing Home outreach
9. More creative use of media
10. Food pantries
11. Voter registration drives
12. Support groups for those in the work force
13. Network with justice organizations
14. Sell “Fair Trade” items at least four times a year (Catholic Relief Services www.crsfairtrade.org)
15. Other....



Look over the suggestions above and jot down any areas that you feel need attention.

Goal 1: _____

Goal II: _____

Goal III: _____

Evangelization Worksheet

A different sheet is used for each goal.

Goal 1

To bring about in all Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others.

Goal 2

To invite all people in the United States, whatever their social or cultural background, to hear the message of salvation in Jesus Christ so they may come to join us in the fullness of faith in Christ.

Goal 3

To foster Gospel values in our society, promoting the dignity of the human person, the importance of the family, and the common good of our society, so that our nation may continue to be transformed by the saving power of Jesus Christ.

The goal we are working on: 1 2 3 (circle one)

Suggested objective from this goal: _____

Strategy: _____

Who is responsible for this strategy? _____

How will it be achieved? _____

When will it be achieved? _____

Where (if applicable)? _____

How and when will it be evaluated? _____

Additional Comments: _____

Obtain Parish Information



This survey is meant to be enjoyable.
 If there is some information you cannot obtain, just pass over it.
 The exercise will provide information for future planning.

I. Basic Parish Information

A. Parish Mission Statement

Obtain a copy and circle or write the words that speak of evangelization. Are these needs being addressed?

B. Parish Statistics

Some parishes or (Arch)diocesan Offices gather parish statistics on registrations, baptisms, funerals, average week attendance and more. Check with your parish or diocesan website to see if any of the following information is available on your parish. If so, record the results in the list below.

Registered Households	5 years ago: _____	Present: _____	% Change: _____
Infants baptisms	5 years ago: _____	Present: _____	% Change: _____
Funerals	5 years ago: _____	Present: _____	% Change: _____
Avg. Wknd. Attendance	5 years ago: _____	Present: _____	% Change: _____

Observations: _____

C. Parish Organization

List the various organizations or committees in your parish. Write down their mission/purpose and then see if it addresses any of the Evangelization Goals. (See page 7 for list of three goals.) This exercise will help you realize that many organizations/committees evangelize in various ways.

Organization or Committee	Mission/purpose of Organization	Evangelization Goal 1, 2, 3

II. Personal Interviews

Talk to three different people from various age groups in your parish (20-40; 41-60; 61+) and ask them the following three questions:

1. Describe a “best moment” in a parish, a time when you felt most alive, enthused or inspired about being in the parish. (this can be from any parish the person wants to comment on.)
2. What were some of the things which contributed to making this experience so powerful?
3. Imagine it is ten years from now, your parish is dynamic with people eager to join. What are some of the factors that attract people to your parish?



Interview One (age 20-40)

Question 1: _____

Question 2: _____

Question 3: _____

Interview Two (age 41-60)

Question 1: _____

Question 2: _____

Question 3: _____

Interview Three (age 61+)

Question 1: _____

Question 2: _____

Question 3: _____

Commissioning of Evangelization Team

The parish community, led by the celebrant, commissions the members of the Parish Evangelization Team. An appropriate Sunday would be Pentecost Sunday, but this could be used at any weekend Liturgy. The commissioning can be repeated every two years or so.

Celebrant:

Our Parish has just established an EVANGELIZATION TEAM. This team will help us remember that we are **all** called to evangelize. With our baptism, came the mission to share our faith with others. The Church tells us that the reason (name of Parish) and all parishes exist is to evangelize. Because of their commitment, the members of our EVANGELIZATION TEAM will assist us in making this parish a vibrant faith community.

The members of our EVANGELIZATION TEAM are: (Name all of the members – ask them to stand and come forward. Core members stand before the assembly.)

Celebrant: (To EVANGELIZATION TEAM) Please respond “I am” or “I do” to each of these questions:

- Q: Are you committed to your own journey of discipleship?
- Q: Are you willing to assist this parish in helping us be better bearers of Jesus Christ?
- Q: Do you accept the position as a member of (Name of Parish) EVANGELIZATION TEAM?
- Q: On behalf of (parish name), I commission you as members of the EVANGELIZATION TEAM. We thank you for accepting this appointment, and we pledge our prayers and support.

Celebrant:

- (To EVANGELIZATION TEAM): Bow your heads and ask for God’s blessings.
- (To the assembly): Let us now extend our hands and ask God’s blessing on our Parish EVANGELIZATION TEAM.

Celebrant:

Ever-living God, you gather us together as the parish of N. to carry the Gospel of Christ to all people. Bless the members of our EVANGELIZATION TEAM. Let your Spirit enlighten their minds and enflame their hearts that they may help all of us to grow in discipleship. Bring to fulfillment the work of your Church to your greater honor and glory. We ask this through Christ our Lord. Amen.

Resources



Books

- Bausch, William J. *The Total Parish Manual*
- Brennan, Patrick J. *Re-Imagining the Parish*
- DeSiano, Franks, CSP and Boyack, Kenneth, CSP. *Creating the Evangelizing Parish*
- Hater, Rev. Robert J. Ph.D. *The Catholic Parish: Hope for a Changing World*
- Kleissler, Thomas A., LeBert, Margo A., McGuinness, Mary C. *Small Christian Communities: A Vision of Hope for the 21st Century*. (Purchased through RENEW International, 888-433-3221.)
- Rivers, Robert S. CSP *From Maintenance to Mission: Evangelization and the Revitalization of the Parish*

Pamphlets

- Our Sunday Visitor (800-348-2440); www.osv.com/pamphlets

Leaflets

- Liguori Publications (800-325-9521); www.liguori.org

United States Conference of Catholic Bishops (800-235-8722), www.usccb.org

- *A Time to Listen . . . A Time to Heal*, A resource directory for reaching out to inactive Catholics. No. 5-306
- *Go and Make Disciples*, A National Plan and Strategy for Evangelization in the United States. No. 5-475
- *Catechism of the Catholic Church*, No. 511-9
- United States Catholic Catechism for Adults No. 5-450

Web Addresses

- Catholics Come Home: www.CatholicsComeHome.org
- Ministry to Returning Catholics: www.onceCatholic.org
- Ministry to Young Adults: www.bustedhalo.com
- Paulist National Catholic Evangelization Association (PNCEA): www.pncea.org
- RENEW International: www.renewintl.org





Archdiocese of Philadelphia
Secretariat for Evangelization
Office for the Formation of the Laity

"Assisting parishes to spread the
Good News of Jesus Christ"