# Timeline Worksheet for Pastoral Priority Process

## AUGUST-SEPTEMBER 2017: PARISH COMPLETES ASSESSMENT

Who should shepherd our parish pastoral priority process, making sure we meet deadlines?

How should we determine the Family Demographics (Part One of the Assessment Tool)?

Who should be involved in the Needs Assessment of our parish regarding family (Part Two of the Assessment Tool)?

When will we gather to complete the Needs Assessment?

<table>
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<tr>
<th>Our Due Date to complete the Assessment Tool</th>
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## SEPTEMBER-OCTOBER 2017: BASED ON THE ASSESSMENT, PARISH DEVELOPS 1-2 SMART GOALS AND AN IMPLEMENTATION PLAN FOR THE PASTORAL CARE OF FAMILIES

Who should be involved in determining and writing the parish SMART Goals and the implementation plan?

When will we meet to write the SMART Goals and develop the implementation plan?

<table>
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<th>Our Deadline to Complete the SMART Goals and implementation plan</th>
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**October 31, 2017: Parish submits copies of the Family Demographics page 6, Assessment pages 7-10, Goals pages 13-14 and your implementation plan to the Diocesan Office of Marriage, Family Life and Child Well-being**

Deacon Lonnie Briseño  
1280 Med Park Dr.  
Las Cruces NM  88005

Who will be responsible for submitting the documents to Deacon Lonnie?

**November 2017-May 2018: Implementation of plan to achieve the SMART Goals**

How will we hold ourselves accountable to complete the tasks in our implementation plan in a timely fashion?

**August 2017 – May 2018: Discussion at vicariate meetings on progress made on SMART Goals**

How will we prepare our priests to report on discuss our SMART Goals and implementation plans at the vicariate meetings?

**May-June 2018: Evaluate SMART Goals to determine how effectively they were achieved**

When will we meet to evaluate our SMART Goals and complete the evaluation and best practices forms which the diocese will provide?

**June 15, 2018: Submit to the Diocesan Office of Marriage, Family Life and Child Well-Being the completed evaluation and a Best Practice the parish has developed in the Pastoral Care of Families which will be shared with other parishes.**