Our Lady of Pentecost Parish

Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

Annual Action Plan 2026

Parish Pastoral Council

Vision	United, we welcome all to join us as we journey in faith with God's grace.
Mission	Through worship, outreach and genuine connections, we aim to inspire, transform lives and spread Christ's love, welcoming all into our inclusive faith-community.
Missionary Activities	The mission of the parish is implemented in five Missionary Activities: *Worship, Outreach, Community, Formation, Stewardship*.

Parish Organisational Structure

Parish Priest **Parish Pastoral Council**	*Parish Staff* Senior Pastoral Associate, Stewardship Coordinator, Sacramental Coordinator, Music Director, Administrative Assistant
	Education MACS governed School Advisory Council, School Principal, Teaching Staff, Specialist Teachers, Administration Staff

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Missionary Activities

Worship	Groups: Liturgy Group, Altar Servers, Baptism Preparation, RCIA, Children's Liturgy of the Word, Music, Communion to the Sick, Catechists, Sacristans, Linen and flowers, Ministry of Parish Life Teams
Outreach	Groups: Social Justice Group, St Vincent de Paul Conferences
Community	Groups: Welcome and Hospitality, Encompass Youth, Friendship Group, Surrey Hills Social Group, Ladies Breakfast Group, Men's Breakfast Group, Wattle Park and OLGC Tennis Clubs
Formation	Groups: Learning Group, Men's Scripture Group, Life Questions Group, Scripture Group, Parents' Association, Catechetics
Stewardship	Groups: Parish Pastoral Council, Finance and Investment Committee, Parish Staff, Communications

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1. Worship

Item	Missionary Activity	Objectives	Goals	Indicators
1.1	Worship: Meaningful liturgies	Diversity of liturgies	To celebrate weekend and weekday Masses.	▪ At least six weekend Masses and one weekday Mass from Tuesday to Saturday.
			To celebrate Anointing Masses.	▪ Mass of Anointing celebrated.
			To celebrate School Masses.	▪ Combined School Masses – beginning of year Mass, Confirmation Mass and Graduation Mass. ▪ Whole School Masses – beginning and end of term. ▪ OLGC School to attend Mass weekly. ▪ To actively support Principals and Teachers through consultation
			To celebrate Family Masses.	▪ Family Masses are celebrated on a Sunday once a term. ▪ Investigate the re-establishment of Children's Liturgy of the Word in one or more of the Churches. ▪ To strengthen the link between Parish and school life through liturgy and parent formation
1.2	Worship: Active participation of all the faithful	Liturgical Ministers	To increase the number of ministers.	▪ At each Sunday Mass there are a variety of ministers including: three Parish Life Team members, at least one reader/leader, at least two Eucharistic Ministers, a Sacristan and a Data Projector Operator.

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Item	Missionary Activity	Objectives	Goals	Indicators
1.3	Worship: A viable worshiping community	To sustain a critical mass of participants at each Sunday Mass. To be reviewed as part of the number of Mass review.	To ensure that at all weekend Masses there is a sufficient group to ensure all liturgical ministry roles are filled and there is active participation of the full congregation.	▪ May Mass Count. ▪ The ability to fill rosters for liturgical ministers. ▪ The trend of attendance at any particular weekend Mass.
		To provide for the liturgical life of the parish with the officially appointed clergy. To be reviewed as part of a review of the number of Masses.	To rationalise Mass times to accommodate the two appointed parish clergy.	▪ A review of the number of weekend and weekday Masses. ▪ To seek consultation with the archdiocesan personnel re the process of rationalising Mass times and frequency ▪ To devise an Easter and Christmas services roster to accommodate the appointed clergy available.

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2. Outreach

Item	Missionary Activity	Objectives	Goals	Indicators
2.1	Outreach: To be an active participant in the needs of our community, local and beyond.	To be active in our local area.	To develop a closer relationship with the Catholic Chinese Worshipping Community at Our Lady of Perpetual Succour Church (OLPS), Wattle Park.	▪ An English-speaking Mass for young people on a regular basis at the 9.00 am Mass at OLPS, Wattle Park. ▪ To collaborate with the Catholic Chinese Community on any of their outreach activities, eg. Children's Liturgy of the Word and/or playgroup. ▪ Consultation with CC C re their needs
			To contribute to CatholicCare for refugee housing and support.	▪ Revenue from the Jurang Street, Balwyn houses to be allocated to Catholic Care for Asylum Seekers and Refugees. ▪ Investigate partnerships with our parish schools for Asylum Seekers and Refugees (eg. CRISP program)
2.2	Outreach: To have a viable Social Justice Coordinating Committee		To develop a Terms of Reference for a new Social Justice Coordinating Committee.	▪ Define Terms of Reference. ▪ Establish role description and criteria for membership. ▪ Appoint members. ▪ Present intended program for year

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Item	Missionary Activity	Objectives	Goals	Indicators
2.3	Outreach: Develop partnerships with organisations and communities	To support national initiatives.	To investigate possibilities for partnerships with Aboriginal and Torres Strait Islander Peoples via Aboriginal Catholic Ministry.	▪ Investigate partnerships with our parish schools and local colleges, eg. Genazzano FCJ College's Fire Bearer Program. ▪ To address Aboriginal and Torres Strait issues through the LLL group especially during NAIDOC
			To develop a Laudato si' Action Plan for our parish.	▪ Laudato si' Action Plan developed. ▪ Investigate initiatives for the parish to focus on care for the natural environment and all people. ▪ To address some of the Laudato Si' concerns through the Social Justice Group

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3. Community

Item	Missionary Activity	Objectives	Goals	Indicators
3.1	Community: To provide opportunities for engagement and connection within our community.	To ensure young people have an active place in our parish.	To build a viable and vital Encompass Youth.	▪ To establish a parish wide Encompass Youth. ▪ To establish a steering committee to support and manage Encompass Youth. ▪ A minimum monthly gathering for social, formation, liturgical and outreach development. ▪ Develop an action plan for Encompass Youth. ▪ Investigate the possibility of coordination with surrounding parishes and schools. ▪ To investigate participation in overseas exchange programs.
		To build community beyond our liturgical life.	To encourage social and friendship groups within our parish.	▪ To build an inclusive and parish wide social group particularly for senior parishioners. ▪ To amalgamate the various parish social groups. ▪ To establish an annual coordinating committee to establish a calendar of events. ▪ Number of events and level of participation.
		To create strong and vibrant links with our parish schools.	To support and encourage parishioner participation in the activities of the schools.	▪ The Parish Pastoral Council to initiate a meeting with the Principals of the three school and the Parent Associations of each school to discuss arrangements for participations between parish and school.

4. Formation

Item	Missionary Activity	Objectives	Goals	Indicators
4.1	Formation	Lifelong Learning (LLL).	To establish a Lifelong Learning Coordination Group to plan and conduct regular learning opportunities and programs throughout the year.	▪ Establish a Lifelong Learning Coordination Group. ▪ Identify an annual program that meets the needs of our parishioners for LLL comprising liturgical, scriptural, prayer spirituality, ethical and cultural contexts and life experiences. ▪ Program to be tied to the liturgical seasons.
		Catechesis.	To support those requesting sacraments at all age levels.	▪ The appointment of a Sacramental Coordinator.
		Pastoral Care of the Sick and Dying.	To support those in the Ministry of Communion to the Sick.	▪ Reflective practice exists around this ministry on a bi-annual program. ▪ Establish a program of support for sharing concerns, achievements etc.

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5. Stewardship

Item	Missionary Activity	Objectives	Goals	Indicators
5.1	Stewardship: Effectively maintain and develop the resources to sustain parish programs.	An Annual Plan from the five-year rolling Strategic Plan for the Parish Pastoral Council.	To have an Annual Plan developed and distributed to parishioners at the beginning of the year.	▪ An Annual Plan that identifies the major annual priorities for five ministry activities. ▪ A report on the implementation of the Action Plan at each Parish Pastoral Council meeting. ▪ The activities of the Parish Pastoral Council are publicised with regular reports in the parish newsletter. ▪ An annual planning meeting of the Parish Pastoral Council held. ▪ An annual review of the processes and programs of the Parish Pastoral Council conducted. ▪ An Annual Report presented at the annual Parish Meeting. ▪ Elections of the Parish Pastoral Council are held every two years.
		Well maintained and invested parish resources and assets directed towards the parish mission programs.	To undertake an audit of all parish resources and assets with a view to developing an Action Plan for their utilisation to support the parish mission.	▪ The Finance and Investment Group to conduct an audit of resources and assets. ▪ The Finance and Investment Group, in collaboration with the Parish Pastoral Council, to identify the source of funding to meet the requirements to sustain and develop parish mission programs. ▪ The Finance and Investment Group to have a rolling annual maintenance plan for parish capital assets.

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Item	Missionary Activity	Objectives	Goals	Indicators
5.1	Stewardship (cont'd): Effectively maintain and develop the resources to sustain parish programs.	To renew and maintain a realistic and viable Stewardship Campaign.	To conduct a Stewardship Renewal Program and participation of parishioners in the parish mission.	▪ A renewal program to be completed in 2025. ▪ An annual review of the Stewardship Campaign undertaken. ▪ An appropriate percentage of total parish income which should be derived from the stewardship giving is determined by the Finance and Investment Group.
			To ensure opportunities are provided for all parishioners to participate in the parish mission.	▪ An annual *Sign Up Sunday* initiative in conjunction with the Stewardship Renewal Program in 2025.
			To investigate an option of targeted giving (including bequests) to specified mission programs.	▪ The Finance and Investment Group to identify options and investigation completed. ▪ Bequests program publicised.
		To establish the appropriate infrastructure necessary to fulfil the needs of the parish.	To have sustainable and viable infrastructure to support the activities of the parish programs.	▪ To review the needs of the new parish for office and meeting spaces. ▪ The cost benefit of housing rental income versus other forms of investment is evaluated by the Finance and Investment Group.

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Item	Missionary Activity	Objectives	Goals	Indicators
5.1	Stewardship (cont'd): Effectively maintain and develop the resources to sustain parish programs	To establish a rolling five-year budget cycle.	The Parish Pastoral Council with the Finance and Investment Group to develop a five-year rolling budget cycle.	▪ A five-year rolling budget cycle is established. ▪ An annual budget is developed, monitored and reported on in the Annual Financial Report.
		Strengthen the compliance and safeguarding practices within the parish.	Establish the annual safeguarding priorities in line with the National Catholic Safeguarding Standards.	▪ Five-year plan and all standards are addressed.