



BEACONS OF LIGHT

Pastoral Planning Pathway

Evangelization Inventory Tool

This inventory tool is designed to help parish leaders assess one or more aspects of parish life before pastoral planning takes place within the Family of Parishes. Once the inventory tool is completed, it can be shared with leaders in the other parishes within the Family during Phase 1 to increase familiarity among all parishes.

Introduction

The principle of Evangelization within the Beacons of Light pastoral planning process envisions each Family of Parishes becoming a center of missionary outreach. Families of Parishes will be asked to find new ways to foster missionary discipleship. This inventory of parish evangelization ministries will be a critical resource when the pastoral planning for Evangelization begins.

The purpose of this Inventory is to provide a lay of the land regarding a parish's evangelization efforts that can be used as a starting point for discerning an evangelization plan for the Family of Parishes.

Instructions

This inventory is best completed by the directors and coordinators of evangelization ministries within the parish. In most cases this will be a parish staff member but could be a pastor, parochial vicar, deacon or volunteer. In order to have a comprehensive inventory of every evangelization ministry at your parish, the appropriate individuals will need to be identified to coordinate the inventory.

Below are categories or areas of evangelization ministry that could be included in your Inventory and allows you to identify the specific person to coordinate the Inventory for that particular Evangelization Ministry. If your parish does not have a particular evangelization ministry just put "n/a" in the Inventory Coordinator field. This is not meant to be a comprehensive list of every evangelization ministry that a parish may have. Please edit these tables to fit your unique parish ministries and add rows as needed for evangelization ministries that are not listed.

Children's Evangelization (K-6)	Inventory Coordinator
Parish Religious Education Program	
Children's Liturgy of the Word	
Children's RCIA	
Vacation Bible School (or Totus Tuus)	
Other	

Youth Evangelization (7-12)	Inventory Coordinator
Junior High Religious Education Program	
Junior High Youth Ministry	
High School Religious Education Program	
High School Youth Ministry	
Chastity Education	
Scouting Programs	
Athletics Program	
Other	

Sacramental Preparation	Inventory Coordinator
Baptismal Preparation for Parents	
Marriage Preparation Programs and Events	
First Reconciliation / First Communion	
Other	

Adult Evangelization	Inventory Coordinator
Bible Study Programs	
Young Adult Ministry, Programs, Events	
Single Adult Programs, Events	
Men's Ministry	
Women's Ministry	
RCIA for Adults	
Parish Retreat Events	
Parish Mission Events	
Small Group Ministry	
Speaker Series	
Evangelization Training Programs	
Parish Renewal Programs or Events	
Parish Outreach Programs or Events	
Marriage Enrichment Ministries, Programs, or Events	
Natural Family Planning	
Bereavement Support / Healing Groups	
Other	

Online Resource

After you have identified the appropriate Inventory Coordinator for all the evangelization ministries in your parish decide how you will gather the Inventory information in one of these ways:

1. Send a Google Survey link to the Inventory Coordinator to fill out. (See Addendum #1 for directions) *This form will aggregate your answers into one Excel document.*
2. Provide a hardcopy Word document for the Inventory Coordinator to complete and return to you. (See addendum #2)

Addendum #1: Google Form Directions

1. Navigate to this on-line DRAFT Evangelization Inventory
https://docs.google.com/forms/d/10OuUSGF_wzC4-DtQ3dPcVeAOzRWAIM6x3GYDsdTgR6s/edit?usp=sharing
2. While on the survey, select “Make a Copy”

The image displays two screenshots of a Google Form titled "Evangelization Inventory Response Form".

The top screenshot shows the form's header and the first question: "This Evangelization Inventory Response form for ____ Parish will be used as preparation for the Beacons of Light Pastoral Planning Process. Please fill this form out for the particular Program/Ministry or Event that you are in charge of to the best of your ability. If you are in charge of multiple Program/Ministries or Events, please fill out this form for each individual Program/Ministry or Event that you are responsible for. The answers to each Inventory will be aggregated into one report and will be essential information for the Beacons of Light Pastoral Planning Process. If you have any questions please contact ____". Below this is a short answer text field labeled "This form is being completed by (First & Last Name)". The form continues with another short answer text field labeled "Name of Program/Ministry or Event" and a dropdown menu labeled "Category". In the top right corner, a yellow circle highlights the "Send" button.

The bottom screenshot shows the same form, but with a yellow circle highlighting the "Make a copy" button in the top right menu. The form content is identical to the top screenshot, but the "Category" dropdown menu is expanded, showing two options: "1. Program/Ministry (ongoing regular meeting/gathering/class)" and "2. Event (an event held a 1-4 times a year)". Below the dropdown is a short answer text field labeled "The primary language of this Program/Ministry or Event is".

3. Create a unique name for your survey.

The screenshot shows the 'Evangelization Inventory Response Form' interface. A 'Copy document' dialog box is open, with a yellow circle highlighting the 'Name' field. The name 'Copy of Evangelization Inventory Response' is entered in this field. The dialog also shows the folder 'Beacons of Light' and a checkbox for 'Share it with the same people'. The background form includes sections for 'Name of Program/Ministry or Event', 'Category', and 'The primary language of this Program/Ministry or Event is'.

4. Save to your computer

6. Use this new Survey link to send to your Inventory Coordinators.

Evangelization Inventory Response Form

Questions Responses Settings

This Evangelization Inventory Response form for ____ Parish will be used as preparation for the Beacons of Light Pastoral Planning Process. Please fill this form out for the particular Program/Ministry or Event that you are in charge of to the best of your ability. If you are in charge of multiple Program/Ministries or Events, please fill out this form for each individual Program/Ministry or Event that you are responsible for. The answers to each Inventory will be aggregated into one report and will be essential information for the Beacons of Light Pastoral Planning Process. If you have any questions please contact ____.

This form is being completed by (First & Last Name) *

Short answer text

Name of Program/Ministry or Event *

Short answer text

Category *

1. Program/Ministry (ongoing regular meeting/gathering/class)

2. Event (an event held a 1-4 times a year)

The primary language of this Program/Ministry or Event is *

☐ English

☐ Spanish

Option 1: Send to a specific e-mail address

Send form

☐ Collect emails

Send via

To

"Ater, Sean" <saater@catholiccincinnati.org>

Subject

Evangelization Inventory Response Form

Message

I've invited you to fill out a form:

☒ Include form in email

Add collaborators

Cancel Send

Option 2: Copy the link and paste it in a group e-mail.

The screenshot shows a web browser window with the title "Evangelization Inventory Response Form". A "Send form" dialog box is open in the center. The dialog has a close button (X) in the top right corner. It contains the following elements:

- A checkbox labeled "Collect emails" which is currently unchecked.
- A "Send via" section with two options: an email icon and a link icon. The link icon is circled in yellow.
- A "Link" section with a text field containing the URL: https://docs.google.com/forms/d/e/1FAIpQLSe6e1gnfEdMH44ZpdmEsdQ_wmYJ.... This link is circled in yellow.
- Below the link field is a checkbox labeled "Shortcuts" which is unchecked.
- At the bottom of the dialog are two buttons: "Cancel" and "Copy". The "Copy" button is circled in yellow.

The background form is partially visible and includes the following sections:

- A header section with the text "This Evangelization Inventory Response Form is being completed by (First & Last Name)".
- A "Short answer text" field.
- A "Name of Program/Ministry or Event" section with a "Short answer text" field.
- A "Category" section with a list of options: "1. Program/Ministry (ongoing regular meeting/gathering/class)" and "2. Event (an event held a 1-4 times a year)".
- A section titled "The primary language of this Program/Ministry or Event is" with three radio button options: "English", "Spanish", and "Other".
- A "Day(s) and Time(s) it is held" section with a "Long answer text" field.

Addendum #2: Evangelization Inventory Hard Copy

1. Category (Ministry/Program or Event)	
2. Name	
3. Day(s) Ministry/Program/Event is held	
4. Time(s) Ministry/Program/Event is held	
5. Bilingual (Y/N)	
6. Leader(s)	
7. Required or Mandatory	
8. Cost	
9. Location (Home/Off-campus, Large Parish space, Classroom(s), Small Parish Meeting Room(s))	
10. Curriculum used	
11. Target Audience (Children, Youth, Young Adult, Single, Married, Parents, Family, Dating/Engaged, Seniors)	
12. If you are familiar with the Process of Evangelization; what is the intended place(s) in the process of evangelization that this Ministry/Program/Event serves. (Pre-Evangelization, Missionary Proclamation, Initiatory Catechesis, Perfective Catechesis, Missionary Initiation)	