

**Bishop Garriga Middle Preparatory School
Strategic Plan
School Years – 2017-2022**

Mission Statement

Our mission at Bishop Garriga Middle Preparatory School is to prepare students for this life and the next by integrating Gospel Values, Catholic Doctrine, and Catholic Traditions into their academic experiences and daily life.

Standard 1: Mission, Philosophy, and Vision

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
|---|---|--|---|--|----------------------------|
| <p>The school administrative team will review the school’s Mission, Philosophy, and Vision Statements to determine their relevancies to the school’s functionality.</p> | <p>1. The BGMPS community will be able to recite the Mission Statement and explain how to apply it into their daily lives.</p> <p>2. Mission Statement branding accessories will be available to the BGMPS community.</p> <p>3. BGMPS will use a rubric to keep activities aligned with the goals of the Mission, Philosophy, and Vision of the school.</p> | <p>1. Recite the Mission Statement daily. Discuss its meaning during Homeroom morning time.</p> <p>2. Research catalogues for price of branding accessories. Identify what to purchase and the amount of allotted funds for expenses.</p> <p>3. Create a rubric to align activities with goals of the Mission, Philosophy, and Vision of the school.</p> <p>4. Read and reflect on the evaluation rubric before and after a particular activity.</p> | <p>1. Mission Statement – Beginning the 2nd Quarter of the 2017-2018 school year.</p> <p>2. Branding Items – Research/Purchase – fall 2017 Distribute – spring 2018 and ongoing</p> <p>3. Create rubric – fall 2017</p> <p>4. Utilize rubric – spring 2018 and ongoing</p> | <p>1. Mission Statement – The school community will know the Mission Statement and internalize its meaning and purpose.</p> <p>2. Branding Items – The school community will associate tangible items with the meaning of the school’s Mission Statement. The branding items will serve as a venue to make BGMPS better known in the community.</p> <p>3. Rubric – Creating the rubric will help solidify the purpose of the school’s mission.</p> <p>4. Using this rubric will further help the school community internalize the Mission of the school.</p> | |

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Standard 2: Community

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| <p>Bishop Garriga Middle Preparatory School will join Regional/National Organizations to assist with the needs of our community.</p> | <ol style="list-style-type: none"> 1. The school's Marketing Team will contact the Kiwanis, Knights of Columbus, Catholic Daughters of America, and other organizations to seek partnerships and assistance. 2. The school's existing clubs will assist with the identified needs of the organizations in the local community. 3. BGMPS students will go into the community to serve meals, perform for the elderly and other groups, help with clean-up at schools, parishes, and other entities, etc. | <ol style="list-style-type: none"> 1. The Marketing Team will make contact with organizations to enlist the possibility of forming partnerships with them. 2. The school's club sponsors will contact organizations, such as the Mother Teresa Shelter, Central Catholic Elementary, Holy Family Catholic School, to determine services needed. The Marketing Team will contact the media. 3. Students will participate in community sponsored events, such as The Thanksgiving Feast, Share Your Christmas, Toys for Tots, etc. | <ol style="list-style-type: none"> 1. Contact with Organizations – Beginning the 2nd Quarter of the 2017-2018 school year. 2. Club Sponsors making contact with Organizations and assisting with services needed – Spring 2018 and ongoing 3. Students participating in community sponsored events: <ul style="list-style-type: none"> - Make contact with events' coordinators – 2nd Quarter of the 2017-2018 school year and ongoing - Participation in events - 2nd Quarter of the 2017-2018 school year and ongoing | <ol style="list-style-type: none"> 1. Contacting Organizations, such as Kiwanis – Create and maintain strong relationships to receive assistance from them and provide service to them 2. Club Sponsors making contact with Organizations – To form strong partnerships with Catholic elementary schools and Catholic organizations and provide needed services. This will help BGMPS become better known in the local community. 3. Students participating in community service events – To provide services to secular organizations that assist the needy in our community. This will help BGMPS become better known in the wider community. | |

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| <p>Bishop Garriga Middle Preparatory School will form a strong Parent-Teacher Organization (PTO).</p> | <ol style="list-style-type: none"> 1. The PTO Advisory Committee will recruit parents from each of the nine homerooms to serve as Room Parent. 2. The PTO Advisory Committee will recruit parents to serve on subcommittees that will provide service to the school. 3. The PTO Advisory Committee through its subcommittees will actively involve parents in the life of the school. | <ol style="list-style-type: none"> 1. Members of the PTO Advisory Committee will collaborate with each homeroom teacher to name at least two room parents. These members will personally contact the parents suggested by the homeroom teachers. 2. Members of the PTO Advisory Committee, in collaboration with the Principal, will identify subcommittees needed and personally contact parents to serve on these subcommittees. 3. Parents enlisted to serve on the identified PTO subcommittees will be involved in the various activities sponsored by the school. | <ol style="list-style-type: none"> 1. Room Parents: <ul style="list-style-type: none"> - Identified by the middle of the 2nd Quarter of the school year - Contacted and assigned by the end of October 2017. 2. Subcommittees: <ul style="list-style-type: none"> - Identified by the middle of the 2nd Quarter of the school year - Contacted and assigned by the end of the 2nd Quarter of the school year 3. Parents enlisted to serve will begin service to the school by January 2018; this will be ongoing. | <ol style="list-style-type: none"> 1. The Room Parents will enlist the services of other parents in their child’s homeroom by November 2017. This will be ongoing. 2. The subcommittees will work with the school administration to accomplish the varied tasks needed to keep the school moving in a forward direction. 3. A larger percentage of parents will be actively involved in the life of the school, which in turn will allow for a higher commitment from parents to support the school and help in its growth and development. | |

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Standard 3: Governance, Leadership, and Management

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
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| <p>The School Advisory Council will review its role and determine how it can more fully support the administration and the school.</p> | <p>1. The School Advisory Council will review and update its Constitution By-laws to better understand its role and function.</p> <p>2. The School Advisory Council will help support the efforts of the Marketing Team.</p> <p>3. The School Advisory Council will help with parent involvement of the school.</p> | <p>1. The School Advisory Council will continue to review and discuss its Constitution and By-laws.</p> <p>2. The members of the School Advisory Council will actively work with the school's Marketing Team in order to help make BGMPs better known in the city and Diocese of Corpus Christi.</p> <p>3. The members of the School Advisory Council will work in collaboration with the PTO Advisory Committee to recruit parents to become more actively involved in the life of the school.</p> | <p>1. Constitution and By-laws: - The SAC will review and discuss its Constitution and By-laws during its first meetings in fall 2017. - The SAC will approve its Constitution and By-laws by December 2017.</p> <p>2. The SAC will begin actively working with and supporting the efforts of the school's Marketing Team beginning in the 2nd Quarter of the 2017-2018 school year. This will be ongoing.</p> <p>3. The SAC will actively work with the PTO Advisory Committee to involve parents in the life of the school beginning in November 2017. This will be ongoing.</p> | <p>1. The SAC will more fully understand its role and function within the school. Through this, the SAC will be better able to support the school administration and school program.</p> <p>2. The Marketing Committee of the SAC will join efforts with the school's Marketing Team to: - help make BGMPs better known in the city and Diocese of Corpus Christi; - help with the recruitment of students; - support the outreach programs the school will initiate in order to showcase Bishop Garriga Middle Preparatory School.</p> <p>3. The SAC along with the PTO Advisory Committee will be viewed as leaders by the parents and will work alongside them to support the efforts of the school.</p> | |

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Standard 4: Personnel

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
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| <p>The school will establish a resource program via classroom instruction that will strengthen student achievement.</p> | <ol style="list-style-type: none"> 1. The school administration will seek funding resources to use to hire personnel and purchase materials to implement a special needs program. 2. The school administration will provide professional development opportunities to teachers to further familiarize them with effective methods to provide accommodations to students with special needs. 3. The teachers will better employ effective teaching strategies that will address the learning needs of special needs students. 4. If funding allows, the school administration will hire a Special Needs teacher. | <ol style="list-style-type: none"> 1. The school administration will seek funding resources. 2. The school administration will seek and contract the services of specialized professionals and professional organizations that will provide professional development opportunities to teachers. 3. The teachers will utilize skills learned to provide appropriate, effective accommodations to students with special needs. 4. The school administration will seek credentialed applicants for the position of Special Needs teacher. | <ol style="list-style-type: none"> 1. Funding Resources – fall 2017 2. Professional Development Opportunities - seek and contract services – fall 2017 - provide professional development – spring 2018 and ongoing 3. Teachers utilize skills learned – spring 2018 and ongoing 4. Seek credentialed applicants – spring 2018 Hire Special Needs teacher – summer 2018 | <ol style="list-style-type: none"> 1. Funds would be available to purchase teaching materials and provide professional development for teachers. 2. and 3. The specialized professionals/professional organization will provide practical techniques for teachers to use in order to provide appropriate accommodations to students with special needs. 4. It is the hope of the principal to hire a credentialed, experienced individual who could address and help the classroom teachers address the learning needs of students with special needs. This could help the school be more inclusive of students who have minimal special needs, which in turn would allow the school to welcome more students. | |

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Standard 5: Curriculum, Instruction, Technology, and Assessment

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
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| <p>The school will successfully integrate Chrome Books and all of their features into classroom instruction.</p> | <ol style="list-style-type: none"> 1. Chrome Book technology will be piloted at BGMPs. 2. The school administration will ensure that Google accounts and other necessary administrative protocols are properly instituted. 3. Professional development will be provided to the faculty and staff on the appropriate use of Chrome Book technology. 4. Additional classrooms will use Chrome Book technology. | <ol style="list-style-type: none"> 1. The school administration will pilot Chrome Book technology in two of the classes. 2. Google accounts for the school community and appropriate network security will be implemented. 3. The school administration will seek and contract the services of specialized professionals and professional organizations that will provide professional development opportunities to faculty and staff. 4. As teachers become more familiar with Chrome Book technology, additional classes will be allowed to use Chrome Books. | <ol style="list-style-type: none"> 1. 2017-2018 school year – Two classes will pilot Chrome Book Technology. 2. Google accounts for the school community will be implemented by December 2017. 3. Professional development on the use of Chrome Book technology will be provided in summer 2018. This will be ongoing. 4. Addition of classes for use of Chrome Books: <ul style="list-style-type: none"> - two additional classes – 2018-2019 school year (total of four classes) - two additional classes – 2019-2020 school year or as educational resources become available (total of six classes) - all classrooms – 2020-2021 school year or as educational resources become available | <ol style="list-style-type: none"> 1. The teachers and students of these two classes will successfully use Chrome Books. The teachers and students can help train other teachers and students. 2. It is the hope of the school administration that all faculty, staff, and students will have Google accounts. This will help them begin the process of becoming familiar with Chrome Book technology. 3. Faculty and staff will become familiar with and learn to properly utilize Chrome Books technology. 4. As educational resources become available for the utilization of Chrome Book technology, all teachers and students will successfully utilize Chrome Books. | |

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Standard 5: Curriculum, Instruction, Technology, and Assessment

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| <p>In order to better utilize Chrome Books, Google Chrome or a third party will be contacted to set up professional development sessions to further train teachers on the use of this technology.</p> | <p>1. The school administration will contact Google Chrome and the Region 2 Education Service Center to inquire about chrome-based professional development opportunities.</p> <p>2. The school administration will coordinate a “boot-camp” session for faculty and staff to better familiarize themselves with the varied uses of Chrome Book technology.</p> | <p>1. The school administration will review options available regarding different types of professional development venues, i.e., by webcast as opposed to seminars that would necessitate the hiring of a professional development facilitators.</p> <p>2. Schedule “boot-camp” sessions for faculty and staff. This will familiarize them of the benefits of this technology; this will also remind them that the use of this technology by all faculty and staff is in line with the school’s Mission and goals for student achievement.</p> | <p>1. Review options of different types of professional development – spring/summer 2018</p> <p>2. “Boot-camps” – 2018-2019 and 2019-2020 school years</p> | <p>1. The school administration will be able to schedule professional development opportunities that would be of benefit to the teachers and staff, while being aware of and sensitive to budgetary constraints.</p> <p>2. The teachers and staff will understand the use of Chrome Book technology and be able to utilize it effectively and successfully.</p> | |

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| <p>The school administration will determine ways to enhance the current curriculum, so as to improve standardized test scores.</p> | <p>1. The school administration and teachers will review current and past standardized test scores; these will be compared to the school's curriculum.</p> <p>2. The school administration, with teacher input, will determine how the curriculum can be enhanced in order to include objectives from the standardized test criteria.</p> | <p>1. At the Department meetings, administration and teachers will review current and past standardized test scores.</p> <p>A spreadsheet will be created to compare the school's curriculum to standardized test criteria.</p> <p>2. Teachers will work with the administrators to set concrete examples/methods as to how standardized test objectives can be included in the teachers' daily teaching.</p> | <p>1. Review of standardized test scores – fall 2017 and ongoing</p> <p>Create spreadsheet – spring 2018</p> <p>2. Including standardized test objectives to curriculum 2017-2018 school year and ongoing</p> | <p>1. The school administration and teachers will be aware of the students' learning skills' strengths and weaknesses. These will be documented.</p> <p>2. A concerted effort by the administration and teachers will be made to familiarize students with the learning objectives contained in the standardized test they will be taking. Students will be better prepared to take the test.</p> | |

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Standard 6: Student Services, Resources, and Activities

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
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| <p>Bishop Garriga Middle Preparatory School will improve existing extra-curricular activities and add new ones, so as to build student leadership and confidence through organizations within the school community.</p> | <ol style="list-style-type: none"> 1. Via a student survey, the school administration will identify specific extra-curricular activities not already offered. 2. The school administration will seek sponsors that will organize and facilitate the new extra-curricular activities identified. 3. The school administration, in collaboration with the sponsors, will organize times and dates for meetings with students who wish to participate in newly formed clubs and extra-curricular programs. 4. The school administration, in collaboration with sponsors, will seek ways to improve existing extra-curricular activities. | <ol style="list-style-type: none"> 1. After the student survey is completed, the school administration will decide which clubs and sports may be added to the school's program. 2. The school will offer the new extra-curricular activities to students. 3. The sponsors will implement the recommended improvements to the existing extra-curricular programs. | <ol style="list-style-type: none"> 1. The student survey will be administered in October 2017. 2. Sponsors for the newly identified extra-curricular activities will be sought and assigned in November and December 2017. 3. The new extra-curricular activities will be offered in spring 2018; the activities will be ongoing. 4. Improvements to existing extra-curricular activities will begin in spring 2018 and will be ongoing. | <ol style="list-style-type: none"> 1. The offering of new extra-curricular activities – This will result in more students being actively involved in the life of the school. 2. Student involvement in the new and current extra-curricular activities will result in more opportunities for student leadership. 3. With students involved in more extra-curricular activities, their leadership skills will improve, which will result in an increase in each student's confidence level and self-esteem. 4. Improvements to existing extra-curricular activities will result in students more fully enjoying their club/sport and an increase in their commitment to the success of the club/sport. | |

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Standard 7: Plant and Facilities

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| <p>The school administration will evaluate, identify, and determine ways in which the school's facilities can be better maintained.</p> | <ol style="list-style-type: none"> 1. Create a maintenance plan for the school. 2. Create a campus beautification plan. 3. Seek individuals or organizations that will help with the maintenance and beautification of the campus. | <ol style="list-style-type: none"> 1. With the assistance of the St. John Paul II Plant and Operations Director, the school administration will create a maintenance plan for the campus, which will include the upkeep of buildings and equipment. 2. With the assistance of the BGMPs Advisory Council's Beautification Committee, the school administration will create a beautification plan for the campus. 3. The school administration will attain and contract the services of individuals who will help maintain and beautify the campus. | <ol style="list-style-type: none"> 1. Create the Maintenance Plan – fall 2018 2. Create a Beautification Plan – spring 2018 3. Contract the services of individuals or organizations to help maintain and beautify the campus – fall 2018 and ongoing | <ol style="list-style-type: none"> 1. A schedule for the maintenance of the school's facilities and equipment will be created. The facilities and equipment will be maintained on a regular basis. This will result in financial savings. 2. A schedule for the beautification of the campus will be created. The beautification of the campus will be conducted on a regular basis, which will result in the school grounds looking attractive and clean. 3. Contract the services of individuals or organizations – This will result in a higher level of commitment and pride from individuals to keep the school well maintained and attractive. | |

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Standard 8: Finances

| Goal | Action Steps | Process to Achieve Goal | Time Frame | Desired Outcome | Impact on School Community |
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| <p>Within the next five years, the school administration, in collaboration with the Finance Office, will identify ways and means to increase and stabilize the economic status of the school.</p> | <ol style="list-style-type: none"> 1. Ensure that the annual budget allows for the school's expenditures to be realized. 2. Build the school's D & L account. 3. Create an endowment fund for the school. | <ol style="list-style-type: none"> 1. The Principal will meet with the Superintendent to request an increase in the diocesan subsidy provided to BGMPs. 2. Any overage of monies for any budgeted income amount will be deposited into the school's D & L account. 3. The Principal, in collaboration with the PTO, will schedule a fund raising event separate from the ones scheduled to supplement the school's annual budget to add monies to an endowment fund. | <ol style="list-style-type: none"> 1. Meet with the Superintendent to request an increase in diocesan subsidy – by November 2017 2. Monies deposited in the school's D & L account – immediately and ongoing 3. Fund Raising Event to establish an endowment fund: Plan for this – spring 2018 Conduct event – fall 2018 and every year thereafter | <ol style="list-style-type: none"> 1. An increase in diocesan subsidy will help supplement the overall annual school budget, particularly to increase teacher salaries. 2. Monies deposited into the school's D & L account will allow for a more stable saving's account for the school. This will allow the school to be better prepared, financially, should it face a financial crisis. 3. An endowment fund will, eventually, help supplement the school's budget. Monies from the endowment's interest could be used to supplement tuition assistance. | |

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| <p>Through the efforts of a Marketing Team, the school will be better promoted throughout the community and Diocese.</p> | <ol style="list-style-type: none"> 1. Create a Marketing Team 2. The Marketing Team will reach out to Catholic elementary schools and parishes for student recruitment purposes. 3. The Marketing Team will plan projects for the students to participate in, such as service to the Mother Teresa Shelter, Catholic Charities, Share Your Christmas, etc., and extra-curricular activities for the school to host (Academic Fair, Student Leadership Day, etc.). | <ol style="list-style-type: none"> 1. Once the Marketing Team is created, the members will be assigned instructions as to their role on the team. 2. The Marketing Team, with the Principal’s approval, will schedule student participation in events throughout the community in which BGMPS will be showcased. 3. Students will assist the school administration with recruitment of students from Catholic elementary schools by serving as ambassadors who will speak to students from the schools’ exiting grades about the benefits of attending BGMPS. | <ol style="list-style-type: none"> 1. Create a Marketing Team – fall 2017 2. Student participation in community events – fall 2017 and ongoing 3. Reaching out to Catholic elementary schools for student recruitment – fall 2017 and ongoing 4. Reaching out to parishes to address parishioner – spring 2018 and ongoing 5. Student participation in community service events – fall 2017 and ongoing | <ol style="list-style-type: none"> 1. By creating a Marketing Team, more people will be engaged with and committed to the growth and development of BGMPS. 2. By students participating in and assisting with events, such as the Ss. Cyril & Methodius School Carnival and other Catholic school carnivals/events, BGMPS will be recognized and will receive more exposure. 3. By having BGMPS students serve as ambassadors and speak to students in the exiting grades of our Catholic elementary schools, this will result in students from our Catholic elementary schools wanting to enroll in BGMPS and become part of the BGMPS family. | |

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| | | <p>4. The Marketing Team will reach out to Pastors of Catholic parishes to schedule times in which students and parents can address parishioners to promote BGMPs and invite them to visit the school.</p> <p>5. In order to promote BGMPs and better make it known in the community, students will participate in various community service events.</p> | | <p>4. By reaching out to parishes to address parishioners, this will result in BGMPs getting more exposure throughout the community and Diocese. This, too, will allow for a better relationship between BGMPs and our Pastors.</p> <p>5. By students serving at the Mother Teresa Shelter and participating in community events, such as The Thanksgiving Feast, Share Your Christmas, Toys for Tots, etc., BGMPs will become better known in the community. This may result in more support from outside organizations and an increase in student enrollment.</p> | |
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