

GOING FORTH: FINDING DIRECTION IN THE PARISH

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National Leadership Roundtable on Church Management



**NATIONAL LEADERSHIP ROUNDTABLE
ON CHURCH MANAGEMENT**

What is the single most important thing that your parish is focused on at this time?

Common vision:

- deters silos and politics
- establishes priorities
- focuses resources

THEMATIC GOAL - A TEAM'S RALLYING CRY

- Single overriding theme that is top priority for a period of time.
 - The team's single most important goal for that period.
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- Single
 - Qualitative
 - Time bound
 - Shared
-

WHAT IS MOST IMPORTANT, RIGHT NOW?

Rallying cry or Thematic Goal - single most important priority

**Thematic
Goal**

Single, temporary, and qualitative rallying
cry shared by all members of the team

**Defining
Objective**

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The temporary, qualitative components of the
thematic goal; shared by all members of the team

**Standard
Operating
Objective**

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Objective**

Ongoing priorities; shared by all members of the team

DEFINING OBJECTIVES

- What does success look like? - 1 sentence
 - What are key milestones?
 - What are potential obstacles?
 - Next steps?
 - Assign people, responsibilities, timeframe
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CREATE CLARITY

Thematic Goal

Help
Peo

Single, temporary, and qualitative rallying cry shared by all members of the team

Concentrate on
hospitality and
preaching

Institute Alpha,
retreats, and scc

Learn from
other
successful
parishes

Parish wide
bible study
initiative

Full ministry
review

The temporary, qualitative components of the thematic goal; shared by all members of the team

worship &
sacraments

faith
formation

Christian
community

service

administration

Ongoing priorities; shared by all members of the team

CREATE CLARITY

Thematic Goal

**Become a more
merciful Church**

Single, temporary, and qualitative rallying
cry shared by all members of the team

Parish led
spiritual and
corporal works

Focus
preaching on
God's Mercy

SCC groups
using Mercy
resources

Catechesis on
and opp for
Reconciliation

Assess parish
processes w/
Mercy lens

The temporary, qualitative components of the
thematic goal; shared by all members of the team

worship &
sacraments

faith
formation

Christian
community

service

administration

Ongoing priorities; shared by all members of the team

CREATE CLARITY

Thematic Goal

**Increase
enrollment to
sustainable levels**

Single, temporary, and qualitative rallying
cry shared by all members of the team

**Support
Academic
Excellence**

**Integrated
Development
Strategy**

**Dev. Branding
and
Marketing
Strategy**

The temporary, qualitative components of the
thematic goal; shared by all members of the team

**strategic
planning**

finances

development

marketing

facilities

Ongoing priorities; shared by all members of the team

TEAM SCORE BOARD

Help People
know Jesus

Thematic Goal

Concentrate on
hospitality and
preaching

Institute Alpha,
retreats, and scc

Learn from
other
successful
parishes

Parish wide
bible study
initiative

Full ministry
review

worship &
sacraments

faith
formation

Christian
community

service

administration

Defining Objectives

Standard Operating Objectives

THE FOUR MEETINGS



MEETING TYPE	TIME REQUIRED	PURPOSE/ FORMAT	KEYS TO SUCCESS
Daily check-in	5-10 minutes	Share daily schedules and activities	<ul style="list-style-type: none"> • don't sit down • keep it administrative • don't cancel
Weekly Staff	45-90 minutes	Review weekly activities and metrics, and resolve tactical obstacles and issues	<ul style="list-style-type: none"> • don't set agenda until after initial reporting • postpone strategic discussions
Adhoc Topical	2-4 hours	Discuss, analyze, brainstorm and decide upon critical issues affecting long term	<ul style="list-style-type: none"> • limit to 1-2 topics • prepare and do research • engage in good conflict
Quarterly Off-site Review	1-2 days	Review strategy, landscape, trends, key personnel, team development	<ul style="list-style-type: none"> • get out of office • focus on work; limit social activities • don't over-structure or over-burden schedule

WEEKLY STAFF MEETING GUIDE

Date _____

I. Lightning Round Notes

What are you working on?

What might you need help with?

III. Tactical Agenda Items

_____ order _____ topic

_____ order _____ topic

_____ order _____ topic

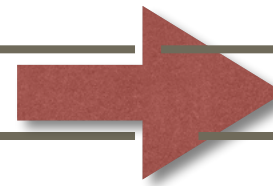
V. Decisions/Actions

II. Scoreboard Review

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IV. Potential Adhoc Topics

VI. Cascading Messages



TWO KEYS TO ACHIEVING COMMITMENT

- Buy-in - The achievement of honest emotional support
- Clarity - the removal of assumptions and ambiguity from a situation

COMMITMENT CLARIFICATION

Before the end of each meeting:

- Team leader (or facilitator) lists decisions group thinks it has made.
 - Team members review decisions until everyone is clear.
 - Team members write decisions down.
 - Team decided which decisions to communicate to the rest of the organization.
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CASCADING MESSAGING

Extracting key messages and disseminating those messages so every staff and volunteer knows and understands the key messages.

Within 24-48 hours of meeting, team members communicate decisions to their staffs - in person or on the phone.

We Discussed	What NOT to say:
We Decided:	Communicate by when:
