

## FINANCE Goal 6.1

### DIAKONIA RETREAT CENTER DEBT REDUCTION

Within 3 years, we will pay down the Diakonia Retreat Center debt by \$1 million.

<b>FINANCE GOAL 6.1 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Finance Goal 6.1</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
1. Recruit of Finance Goal 1 task force ("FTF1")	Finance Strategic Planning Task Force and the Goal Captain	1 month after Start Date	FTF1 members agree to serve
2. Develop Diakonia Retreat Center "DRC" \$1 million debt pay down strategy (including regular monthly payments and specific debt reduction donations)	FTF1, DRC Board of Directors, Metropolis Development Office	3 months after step 1	Debt pay down/payoff plan(s) developed and specific potential donors identified
3. Identify potential capital reduction donors	FTF1, DRC Board of Directors, Metropolis Development Office	Simultaneously with step 2 (i.e., 3 months after step 1)	Specific potential donors identified
4. Potential donors are solicited	FTF1, DRC Board of Directors, Metropolis Development Office	6 months after step 3	All identified donors are solicited
5. Ongoing monitoring of funds donated and pay down of DRC debt	FTF1, DRC Board of Directors, Development Office	Ongoing after step 4 until 3 years after Start Date	Principal of DRC Debt reduced by \$1 million



## FINANCE Goal 6.2

### METROPOLIS ENDOWMENT

Within 18 months, we will establish a *Metropolis Endowment* of \$250,000 that will grow to \$1,500,000 within 3 years, to provide financial support for selected ministries and programs, seminarian internships, and Parishes experiencing temporary financial hardship.

<b>FINANCE GOAL 6.2 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Finance Goal 6.2</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
1. Recruit of Finance Goal 2 Task Force ("FTF2")	Finance Strategic Planning Task Force and the Goal Captain	1 month after Start Date	FTF2 members agree to serve
2. Develop objectives and management structure (Board) of endowment fund including guidelines for the allocation	FTF2	2 months after step 1	Documents completed
3. Consider existing Metropolis level endowments for possible start up or combination with this new endowment	FTF2, Metropolitan, existing endowment Board	2 months after step 2	Decisions regarding integration is made
4. If needed, new Metropolis Endowment Trust ("MET") legally created	FTF2	1 months after step 3	Endowment Trust legally formed
5. Recruit Metropolis Endowment Fund Board ("MEFB"), if a new endowment is created, or modify existing Board if combined with existing endowment	FTF2, Metropolitan	2 months after step 3	MEFB accepts appointment
6. Develop MET fundraising strategies	FTF2, MEFB, Metropolis Development Office	3 months after step 5	Strategies developed
7. Identify potential MET donors	FTF2, MEFB, Metropolis Development Office	Simultaneously with step 6 (i.e., 3 months after step 5)	Specific potential donors identified
8. Potential donors are solicited and new donors are identified	FTF2, MEFB, Metropolis Development Office	6 months after step 3 and continuing as new donors are identified	All identified donors are solicited
9. Phase 1 fundraising	FTF2, MEFB, Metropolis Development Office	18 months after Start Date	At least \$250,000 of donations are secured
10. Ongoing monitoring of funds contributed and MET fundraising strategy	FTF2, MEFB, Metropolis Development Office	Ongoing and continuously until goal is achieved	Goal is achieved

## FINANCE Goal 6.3

### PARISH FINANCIAL VITALITY TOOLS

Within 18 months, we will develop the tools to measure Parish financial vitality and to achieve financial transparency across the Metropolis.

<b>FINANCE GOAL 6.3 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Finance Goal 6.3</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
1. Recruit Finance Goal 3 Task Force (“FTF3”)	Finance Strategic Planning Task Force and the Goal Captain	1 month after Start Date	FTF3 members identified
2. Research and summarize available assessment, processes, tools, methodologies, key indicators and other sources of best practices to determine Parish financial vitality	FTF3	4 months after step 2	Research is completed and summarized
3. Solicit and receive Metropolis Parishes financial statements and financial indicators and compile database to assist Parishes	FTF3	Simultaneously with step 2 (i.e., 4 months after step 1)	Database uploaded and complete
4. Determine parish Financial Vitality Best Practices Model and Assessment Tool (“Parish Vitality Model and Tool”) within Metropolis and develop standardized action plans to benchmark against and achieve Best Practices indicators	FTF3	4 months after step 3	Vitality Model and Tool is developed
5. Publish Parish Vitality Model and Tool on Metropolis Resource Center Portal (“Portal”) to promote financial transparency	FTF3	1 month after step 4	Parish Vitality Model and Tool available on Portal
6. Develop training program for Parishes on how to use Parish Vitality Model and Tool	FTF3	2 months after step 5	Training program is developed
7. Schedule regional training programs throughout Metropolis to teach how Parishes can benefit from and use Parish Vitality Model and Tool	FTF3	Beginning 3 months after step 6 and the continuously over the next several years	A Parish Vitality Model and Tool training program has been delivered at least twice in every region throughout the Metropolis
8. Measure effectiveness of the Parish Vitality Model and Tool and continue to update and improve to incorporate best practices and seek feedback and make improvements in Parish Vitality Model and Tool	FTF3	Starting after step 7 and ongoing thereafter	Ongoing improvements are made in Parish Vitality Model and Tool