

# ADMINISTRATION Goal 1.4

## METROPOLIS ADMINISTRATION

Within 18 months, we will independently evaluate the current *Metropolis Administration* structure, programs and staff, and implement a structure, program and staffing plan.

| <b>ADMINISTRATION GOAL 1.4 ACTION PLAN</b>  |   |   |  |
|---|---|---|--|
| <b>Specific Key Actions Necessary To Achieve Administration Goal 1.4</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 Administrative Goal #4 Task Force ("ATF4") (including Chancellor, Metropolis Council Chair, Philoptochos Representative, Clergy Syndesmos Representative, 1 Vicar, 1 Ambassador, 1 young adult rep, Goal Captain | Administration Strategic Planning Task Force and the Goal Captain | 2 months after Start Date   | ATF4 members agree to serve  |
| 2. Initial Meeting at Metropolis (set up committees review and procedure for analysis (surveys, interviews, etc.):<br>a. Structure (Vicars, Ambassadors)<br>b. Staff Administration<br>c. Programs and Ministries.          | ATF4  | 3 months after step 1   | Meeting takes place with Review and Action Items   |
| 3. Surveys and Analysis procedure finalized   | ATF4  | 2 month after step 2  | ATF4 finalizes surveys and analysis procedure  |
| 4. Execute Surveys and gather information   | ATF4  | 3 months after step 3   | Interviews, survey and info gathering is complete  |
| 5. Review and analyze data (surveys, interviews and small group gatherings, etc.)   | ATF 4   | 3 months after step 4   | Sub-committees submit reports  |
| 6. Create a proposed structure, program, staffing plan based on feedback from step 5  | ATF4  | 3 months after step 5   | Proposal completed   |
| 7. Recommendations are made regarding Metropolis administration structure, programs and staff and staffing plan   | ATF4  | 2 months after step 6   | Final Recommendations to Metropolitan, Chancellor and Metropolis Council Executive Committee |