

ADMINISTRATION Goal 1.1

PARISH STRATEGIC PLANNING

- a) Within 12 months, we will develop a *Parish Strategic Planning* process; and
- b) Within 3 years thereafter, we teach and implement the *Parish Strategic Planning* process in the Parishes.

ADMINISTRATION GOAL 1.1 ACTION PLAN			
Specific Key Actions Necessary To Achieve Administration Goal 1.1	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit Administrative Task Force for Goal 1 (“ATF1”)	Administration Strategic Planning Task Force and the Goal Captain	1 month after Start Date	ATF1 members agree to serve
2. Research and gather best practices used by Metropolises, Parishes and other Orthodox and non-Orthodox church and Christian organizations	ATF1	3 months after step 1	At least 5 best practice Parish strategic planning processes and techniques are obtained for review
3. Develop uniform Parish Strategic Planning Template and Instruction Manual	ATF1	4 months after step 2	Strategic Planning Template and Instruction Manual created
4. Post materials on Metropolis Resource Center Portal (“Portal”)	ATF1	1 month after step 3	Strategic Planning Template and Instruction Manual is accessible on Portal
5. Develop Parish Strategic Planning training program	ATF1	3 months after step 4	Training Program developed and ready for delivery
6. Schedule regional training programs throughout Metropolis	ATF1	Beginning 3 months after step 5 and the continuously over the next 3 years	A strategic planning training program has been delivered at least twice in every region throughout the Metropolis
7. Develop measurement / progress report process to determine effectiveness and make continual improvements	ATF1	2 months after step 5	Measurement tool developed and improvements made
8. Share best practices / success stories on Portal	ATF1	Starting 3 months after step 6 and continuously thereafter	Best practices posted to Portal
9. Parishes submit Parish strategic plan to ATF1	Parish council president	3 years after Start Date	Parishes have submitted their strategic plans

ADMINISTRATION Goal 1.2

MINISTRY ACCOUNTABILITY AND PERFORMANCE

Within 18 months, we will develop and begin teaching a *Ministry Accountability and Performance* process for assessing and evaluating the performance of Parish and Metropolis ministries and programs, with a remediation process to address any issues identified.

ADMINISTRATION GOAL 1.2 ACTION PLAN			
<u>Specific Key Actions Necessary To Achieve Administration Goal 1.2</u>	<u>Who Must Do Each Action</u>	<u>Timetable: How Many Months or Days To Finish Action From Previous Action</u>	<u>How Will We Know When This Action Has Been Completed</u>
1. Recruit Administrative Task Force for Goal 2 (“ATF2”), including members from other Parishes and the Metropolis	Administration Strategic Planning Task Force and the Goal Captain	2 months after Start Date	ATF2 members agree to serve
2. Identify any existing ministry and program assessment and evaluation processes and best practices from any available resources	ATF2	3 months after step 1	At least 5 assessment and evaluation procedures identified
3. Establish a uniform method of ministry and program assessment and evaluation of ministries and programs	ATF2	3 months after step 2	Assessment and Evaluation process established
4. Establish a procedure of selecting a “ Review Board ” at Parishes and Metropolis to assess and recommend remediations and changes pursuant to uniform ministry and program assessment and evaluation process	ATF2	1 month after step 3	Selection process established
5. Establish a set schedule for Review Board to meet for evaluations and reviews	ATF2	1 month after step 4	Schedule set.
6. Provide tools via Metropolis Resource Center Portal (“ Portal ”) to Parishes and Metropolis for ministry and program assessment and evaluation process, Selection of Review Board, remediation and reporting	ATF2	1 month after step 5	Tools available electronically on Portal
7. Provide regional training in use of ministry and program assessment and evaluation process, best practices, tools and remediation	ATF2	Starting 4 months after step 6 and continuously thereafter	Regional training has been delivered at least twice in every region throughout the Metropolis
8. Develop process to measure effectiveness of tools and assessment process, effectiveness measures, remediation and making improvements	ATF2	Ongoing after step 7	Changes are made to ministry and program assessment and evaluation process

ADMINISTRATION Goal 1.3

RISK MANAGEMENT

Within 12 months, we will develop and begin teaching a *Risk Management* evaluation tool and process for Parish and Metropolis programs, ministries and procedures.

ADMINISTRATION GOAL 1.3 ACTION PLAN			
Specific Key Actions Necessary To Achieve Administration Goal 1.3	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit Administrative Goal #3 Task Force ("ATF3")	Administration Strategic Planning Task Force and the Goal Captain	1 month after Start Date	ATF3 members agree to serve
2. Meet with Metropolis and GOA current insurance providers to assess products or services they offer in risk management training	ATF3	1 month after step 1	Meeting Held
3. Request Parishes who have done risk management or evaluation for information on their process	ATF3	Concurrent with step 2	Survey/request for information sent to Parishes and received responses from at least 3.
4. Identify and speak with specialists regarding considerations to incorporate in the risk management evaluation tool and process (Legal, HR, tax compliance, legal compliance, safety, etc.)	ATF3	1 month after step 3	Information gathered in each area of inquiry
5. Identify and interview 3 Risk Management Companies/ consultants on services offered to accomplish this goal	ATF3	1 month after step 4	Information gathered
6. Review feedback gathered to determine direction and cost implications and select recommended service provider(s)/vendor(s) product(s) to use	ATF3	1 month after step 5	Evaluation complete and vendor(s)/product(s) selected
7. Develop Metropolis risk management evaluation tools and processes in circumstances where a service provider cannot be retained	ATF3	2 months after step 6	Free risk management evaluation tool and process created
8. Develop training on risk management evaluation tools and processes and schedule training programs	ATF3	3 months after step 7	Training program developed
9. Post risk management evaluation tools and processes on Metropolis Resource Center Portal ("Portal")	ATF3	1 month after step 8	Tools and processes posted on Portal
10. Begin regional training for Parishes in risk management evaluation tool and process	ATF3	Starting 1 month after step 9 and continuously thereafter	Regional training has been delivered at least twice in every region throughout the Metropolis

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.

ADMINISTRATION GOAL 1.4 ACTION PLAN			
Specific Key Actions Necessary To Achieve Administration Goal 1.4	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
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.): a. Structure (Vicars, Ambassadors) b. Staff Administration 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

ADMINISTRATION Goal 1.5

COUNCIL OF MINISTRIES

Within 2 years, we will establish a Metropolis *Council of Ministries* that will establish and work effectively with a *Council of Ministries* at the Parishes.

ADMINISTRATION GOAL 1.5 ACTION PLAN			
Specific Key Actions Necessary To Achieve Administration Goal 1.5	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit Administrative Goal #5 Task Force (“ATF5”)	Administration Strategic Planning Task Force and the Goal Captain	1 month after Start Date	ATF5 members agree to serve
2. Research and create a master list of ministries, including all existing ministries (at Greek Orthodox Archdiocese, Metropolis and Parishes, and other successful non-Orthodox churches)	ATF5	3 months after step 1	Master list completed
3. Review and prepare ministry descriptions and organizational structures and proposed governing Parish charters to be used at the Parish and Metropolis Level	ATF5	4 months after step 2	Descriptions and structures developed
4. Develop and post on Metropolis Resource Center Portal (“Portal”) ministries package with lists of possible ministries, descriptions, best practices and implementation guidelines	ATF5	3 months after step 3	Finalize package and post on Portal
5. Organize a Metropolis level Council of Ministries to coordinate with and coordinate and exchange information and resources with Parish Level Council of Ministries	ATF5	Simultaneously with step 4	Metropolis Council of Ministries constituted
6. Develop Parish training program to teach how to establish a Parish Council of Ministries and information about possible ministries, descriptions, best practices and implementation guidelines	ATF5	2 months after step 4	Training program developed
7. Begin regional training for Parishes on Council of Ministries and possible ministries, descriptions, best practices and implementation guidelines	ATF5	3 months after step 6	Regional training has been delivered at least twice in every region throughout the Metropolis
8. Establish a feedback mechanism that will provide information as to effectiveness and learned best practices and adjust as needed	ATF5	Continuously after 7	Adjustments and best practices posted to Portal