

## EDUCATION Goal 4.1

### BEST EDUCATION MATERIALS

Within 18 months, we will create and train the Best Education Materials for use by Parishes and parishioners of different ages that will be made available on an electronic Metropolis Resource Center Portal.

<b>EDUCATION GOAL 4.1 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Education Goal 4.1</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 Education Goal 1 Task Force ("ETF1")	Education Strategic Planning Task Force and the Goal Captain	1 month after Start Date	ETF1 members agree to serve
2. Invite Parish Priests and Sunday School Directors throughout Metropolis to submit education materials being used and simultaneously obtain education materials from Archdiocese, other denominations and Christian sources to identify best practices and specifically identify objective evidence of their effectiveness	ETF1	4 months after action 1	Receipt of materials
3. Qualitatively analyze and assess all researched and submitted education materials and categorize them into elementary; middle; high school; college; adult; vacation church school; youth or adult Lenten retreat; youth, high-school or adult Bible study	ETF1	Continuously as received, but to be completed within 3 months after step 2	All materials are submitted, categorized and analyzed to insure the programs are complete and are best practices
4. Complete review materials submitted on first round, determine quality of submissions against objective evidence of their effectiveness, areas missing for each category of education or event type and review data to confirm the best and most effective materials available (" <b>Gap Analysis</b> ")	ETF1	2 month after step 3	When Gap Analysis is completed
5. Research and obtain sources for materials on areas missing, or that do not meet the best practices, most effective standard, as determined through Gap Analysis, and materials which are not determined to be most effective and best practices will be replaced	ETF1	3 months after step 4	Materials are obtained and assessed and gaps are identified in the Gap Analysis and filled with the objectively effective materials
6. Load best practices Education Materials into Metropolis Resource Center Portal (" <b>Portal</b> "), include a format for peer review commentary as well as a process to submit newer and better materials.	ETF1	3 months after step 5 and continuously thereafter as new or better materials are vetted and ready	When most effective best practices materials in the various categories are loaded into the Portal.

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7. Conduct training on materials at multiple, selected, regional sites throughout the Metropolis and collect assessment questionnaire at each training	ETF1 and recruited trainers	First training conducted within 2 months of step 6	Regional training has been delivered at least twice in every region throughout the Metropolis
8. Prepare a regularly scheduled evaluation plan for reviewing the performance of materials, curricula, plans and programs, and revise/update materials, curricula, plans and program as necessary	ETF1	Evaluation plan to be completed within 2 months after step 6 and conducted continuously thereafter	Evaluation plan finalized and first set of reviews are initiated
9. Annual review, evaluation and update of materials, curricula, plans and program and ensure that all materials are the most effective best practices available and supplement as necessary	ETF1	Conduct an annual review and continue each year	Annual assessment is completed
10. Conduct quarterly review conference calls with Sunday School Directors for program evaluation and general communication	ETF1	First meeting to start 3 months after step 6, and quarterly thereafter	Conference calls are completed

