

**Diocese of Davenport
Chancery Office
Strategic Plan
2011**

Mission Statement:

The mission of the Chancery staff is to assist the Bishop in fulfilling his role as chief shepherd to sanctify, to teach and to govern the Diocese of Davenport.

Vision Statement:

We will renew and energize the Catholic faith in Southeast Iowa.

Strategic Issue #1: How do we plan for changing demographics and expand evangelization given fewer priests, fewer Catholics, increased cultural diversity (especially Hispanic and Asian), and an aging population?

1.1 Create a diocesan-wide evangelization plan

- 1.1.1 Identify a person(s) to take on the process - Msgr. Hyland (done)
- 1.1.2 Gather committee or commission (June 2011)
- 1.1.3 Review best practices from outside resources: other dioceses, USCCB (research, write)
- 1.1.4 Present first draft plan to Bishop Amos (Dec. 1, 2011)
- 1.1.5 Wider consultation: Pastoral and Presbyteral Councils
- 1.1.6 Final plan (April 2012)

1.2 Priority hiring multicultural ministry (staff support person) as need arises

- 1.2.1 Prepare job description - Msgr. Hyland and Char Maaske
- 1.2.2 Do a needs assessment - Msgr. Hyland and Char Maaske

1.3 Carry out the planning process and be aware of new needs in parishes. Respond to these needs and make it concrete. (i.e., transition teams, best practices)

- 1.3.1 Determine role of chancery staff in implementing plan, if needed - Bishop Amos (Jan. 2012)
- 1.3.2 Anticipate potential needs of the future as the plan becomes implemented - Directors

Strategic Issue #2: How do we plan for chancery staff changes caused by the relatively high number of retirements in the next few years?

2.1 Review and update job descriptions, what has changed, added and be specific about other duties and identify your backup.

2.1.1 Each director reviews their own job description and each of their staff with special emphasis on “other duties” (Sept. 1, 2011)

2.1.2 Review that update and changes with the director’s supervisor, Bishop Amos or Msgr. Hyland and submit to Finance (Oct 1, 2011)

2.1.3 Each employee identify their backup(s) (June 1, 2011)

2.2 Create a tickler file using written timeline and procedures including cross-training

2.2.1 Beginning June 1, each employee and volunteer will create a procedure manual for regular tasks. Submit manual to your director (June 1, 2012)

2.3 Improve the process of employee performance evaluations, including long term plans and training evaluators

2.3.1 Evaluate the employee evaluation form (Bishop, Oct. 2011 Directors meeting)

2.3.2 Ask each employee to identify long term employment plans to their supervisor by January 31, 2012 as part of evaluation

2.3.3 Conduct training of supervisors on how to evaluate employees - Char (Nov. 30, 2011)

Strategic Issue #3: How do we foster collaboration between the chancery offices as well as between the chancery and diocesan entities?

3.1 Collaboration between Chancery and Diocesan Entities – to be developed

3.1.1 Hold Diocesan Support Day – David Montgomery (June 2011)

3.2 Collaboration among Chancery Staff

3.2.1 Review full staff meetings – Kent Ferris

3.2.1a. Form a committee to evaluate current all staff meeting structure - 3 months

3.2.1b. Share each department’s ministries

3.2.1c. Continue social time as part of all staff meeting

3.2.1d. Pray together

3.2.2 Common calendar for all chancery staff - David Montgomery - ASAP

Updated 5-11-11