

STEWARDSHIP Goal 9.2

SKILLS MATCHING PROCESS

Within 2 years, we will establish a process and a resource for collecting and matching parishioners' skills and talents with Parish and Metropolis needs.

STEWARDSHIP GOAL 9.2 ACTION PLAN			
Specific Key Actions Necessary To Achieve Stewardship Goal 9.2	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 Stewardship Goal #2 Task Force ("STF2")	Stewardship Strategic Planning Task Force and the Goal Captain	1 month after Start Date	STF2 members agree to serve
2. Identify target data for collection for skills matching needs and talents	STF2	2 months after step 1	Target data list finalized
3. Develop 2 questionnaires to elicit target data --- one for Parish Councils and the other for individual parishioners	STF2	3 months after step 1	Questionnaires finalized
4. Post on Metropolis Resource Center Portal ("Portal") electronic versions of questionnaires which can be completed and create a database on Portal in which results can be maintained and searched	STF2 in coordination with CTF	8 months after step 2	Questionnaire and database successfully tested on Portal
5. Develop (a) rules regarding access and privacy of collected data; and (b) disclaimer for Portal alerting users that individuals in database are not endorsed by anyone and users should verify their qualifications prior to engaging their services	STF2	Concurrent with step 4	Approval of data access rules and disclaimer by the STF and posting to Portal
6. Develop and distribute to each Parish's Priest, President, stewardship chairman, strategic planning communications ambassador, council of ministries, and Parish Councils a cover letter from the Metropolitan requesting: (a) completion of online Parish Questionnaire; and (b) support in achieving parishioner completion of the online Parishioner Questionnaire and in distribution and collection of hardcopies of Parishioner Questionnaire by a specified date. Parishes to determine best means of delivery to parishioners.	STF2	1 month after step 4 and 5	Letter sent to Parishes.
7. Contact the Priest, strategic planning communications champion, and stewardship chairman at each Parish to explain the initiative and follow up regarding participation and collection and return of paper questionnaires by a specific date determined by the STF2	STF2	3 months after step 6	Leadership at each Parish has agreed to support distribution and collection of data.

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8. Input of hardcopy data received from Parishes into the database	STF2 and Portal	3 months after step 7	Hardcopy data input into the Portal
9. Develop and publish the process and timeline for STF2 to request, and Parishes/parishioners to remit Target Data annually	STF2	2 months after step 8	Process approved by STF and posted on Portal.
10. Announce the availability of, and process to access, the Metropolis talent database	STF2 and Communications Task Force	2 months after step 8	Announcement of Portal database is issued to Parishes
11. Identify groups of individuals with common expertise (e.g., finance, legal, construction, education, etc.) who can offer their talents to a Metropolis Parish as part of a special assistance team (“SWAT Team”)	STF2	2 months after step 8	Potential SWAT Team members identified
12. Recruit individuals from within each area of expertise to serve when needed on a SWAT Team	STF2	3 months after step 11	At least three members recruited in each area of expertise
13. Develop and publish the process for Parishes to request SWAT Team assistance	STF2 and Communications Task Force	1 month after step 12	Process posted on Portal
14. Announce to each Parish’s priest and Parish Council the availability of SWAT Team assistance	STF2 and Communications Task Force	1 month after step 12	Notification sent to Parish priests and Parish Councils
15. Assemble SWAT Team in response to a specific Parish request and provide coordination and support	STF2	Ongoing	As needs are identified and addressed by SWAT Teams