



# BEACONS OF LIGHT

## Pastoral Planning Pathway

### Staff Inventory Tool

*This inventory tool is designed to help parish leaders assess one or more aspects of parish life before pastoral planning takes place within the Family of Parishes. Once the inventory tool is completed, it can be shared with leaders in the other parishes within the Family during Phase 1 to increase familiarity among all parishes.*

### Introduction

The purpose of this tool is to provide a smooth informative handoff in the transition between pastors. This tool provides details of the structure, reporting relationship, title, and position description for each of the current members of the pastoral staff.

### Instructions

Either the current pastor himself or his designated representative should complete the tool. If appropriate, the form can be completed by each staff member. Some of this information is also requested on the *Parish Information for Incoming Pastors* document provided for pastor transition. You can attach that information here rather than filling it out again.

### General

- Document current information for each staff member.
  - Include the staff member's name, position/title, date hired, start date at this position, the title to whom this person reports, and whether the position is full or part time.
- Provide a job description for each staff member.
  - If a job description is not available, invite the staff member to create one.
    - Provide a simple format to assist in the documentation for uniformity sake and to control length.
    - Common job descriptions are available on the Archdiocesan website under Human Resources.
- Provide an Organization Chart of the existing parish structure.
- If information on recent appraisals/reviews of staff members exists, that information should be discussed between the two pastors.

### Parish Staff Composition (excluding priests)

- Include a simple list of all parish staff members including title, name, and office phone number for each parish within the Family of Parishes.
- Examples of staff positions may include: Business Manager, Parish Secretary, Parish Life Coordinator, Communications Director, DRE/CRE, Music Director, Bookkeeper/Accountant, RCIA Coordinator, Deacon(s), Maintenance, etc.
- Are there any staff positions currently held by a parish priest that need to be addressed in this transition, e.g. RCIA, Youth Ministry, etc.?

## **School/CCD Staff Composition**

- Include a simple list of all school staff members including title, name, and office phone number.
- Examples of school staff positions may include: Principal, Assistant Principal, Teachers, etc.
- Examples of CCD staff positions may include: CRE/DRE, teachers, etc.

## **Staff meetings**

- When and where are they held?
- Who creates the agenda?
- Are minutes taken and distributed and by whom?
- Who attends?
- How long do the meetings typically last?