

MISSION EFFECTIVENESS COMMISSION

2 May 2005

Dear Brothers,

As you know, the province has engaged in a large consultation process over this triennium that has resulted in a Mission-Vision-Values (MVV) Statement that summarizes the official Provincial Mission Statement from the early 1990s. When the MVV was approved by the Provincial Council last summer, it directed directors of provincial offices and ministries to do four things:

1. Display the MVV Statement;
2. Use the content of the MVV in job descriptions and performance reviews;
3. Use the MVV in orientation of new partners (employees, volunteers, donors);
4. Use the MVV in continuing education of partners.

To assist office and ministry directors achieve these directives, the Mission Effectiveness Commission sponsored a working retreat for them at Monte Alverno last February. The purpose of that meeting was to receive and integrate the MVV, and to suggest ways the commission and other groups and individuals in the province could help them achieve the above four directives. The commission also added the fifth prospect of intra-provincial travel by employees, since that activity was mentioned often during the focus groups leading up to the MVV Statement.

The Mission Effectiveness Commission received pages of feedback from our office and ministry directors at that working retreat. At its recent meeting, the commission chose to work on the attached 14 activities over the next two years. These activities represent some of the most mentioned suggestions.

With its limited time and resources, the Mission Effectiveness Commission chose to focus on our ministries and offices through these projects. This is the result of trying to help the directors fulfill the above four directives. Still, many of these projects will have an impact on our Capuchin communities and individual members. The commission remains open to additional suggestions that might more directly affect friars and our communities.

It is our goal to keep all the friars informed about our mission effectiveness activities. Thus, we share with you our table of fourteen activities for the next two years. We're confident that you will notice how ambitious these goals are, given the fact that each of the commission members has another full-time job! We ask for your prayers and your support. The success of many of the activities depends on the cooperation of many people: friars and our partners.

Gratefully your sister and brothers on the Mission Effectiveness Commission,

TL Michael Auman
Keith Clark
Mark Gillett

William Hugo
Perry McDonald
Joseph Monachino

Jeff Parrish
Roberta Swift

MISSION EFFECTIVENESS ACTIVITIES: 2005-2007

Activity	How accomplished	By whom	By when
Provide poster size displays of the MVV to all offices and ministries, and optionally offered to Capuchin houses.	<p>Create as a plaque. It needs to fit our various situations.</p> <p>Ask ministries and offices what size they want (poster or 8 ½ x 11)</p> <p>Ask communities if they want it</p> <p>Financed by MVV Office.</p>	Bill Hugo and Bob Fehring.	By October 2005
<p>MVV Retreats/ road shows for employees and friars.</p> <p>Come up with a variety of formats.</p>	<p>Encourage friars in “supported” ministries to attend.</p> <p>Encourage retired friars to attend. This is helpful in passing down ministries.</p>	Jeff Parrish and Bill Hugo	In/by 2006, perhaps one in fall 2005
Make Bill Hugo’s PowerPoint Presentation on the MVV to the ministry directors available for orientation and continuing ed of partners.		Bill Hugo	By October 2005
Create a video that talks about the MVV (Documentary style)	Mark Kolter	TL, John Holly and Jeff Parrish, in consultation with development directors	By Feb 2006
Jeff Parrish provides templates of MVV language for job descriptions and performance evaluations.	Jeff runs a workshop on how to write job descriptions, PEs, and application materials.	Jeff, Keith Clark, and Mark Gillett	To follow implementation of the “road shows.”
Inclusion of MVV in the application and hiring process for provincial ministries and offices	Jeff Parrish runs a workshop on how to write job descriptions, PEs, and application materials.	Jeff, Keith Clark, and Mark Gillett	To follow implementation of the “road shows.”
Ask employees how to behaviorally incorporate MVV into their areas of work and ministry.	See Keith’s paper.	Jeff Parrish, Keith Clark and Mark Gillett.	To follow implementation of the “road shows.”

Activity	How accomplished	By whom	By when
Arrange travel opportunities to other provincial ministries for employees.	Individually planned by ministry. Perry McDonald writes letters or makes phone calls offering Assistance.	Perry McDonald and Joe Monachino	As needed or requested
Explore a provincially sponsored pilgrimage to Assisi for partners.	Talk to FSPAs and Felicians about their experience with this. Get program info and prices from Franciscan Pilgrimages. Investigate funding by a foundation.	Bill Hugo will secure initial information. He and commission to think out qualifications of participants.	Have the pilgrimage during 2007
Partners magazine	“That’s going to be done!” (TL)	TL	
Create a prayer book for meetings, at the table and in the chapel Also used by Capuchin communities for table prayers or whatever.	Get sample books from Roberta Swift. Consult CHAUSA.org	Liturgical Commission	Ask the Liturgical commission by when they can accomplish it. (Quality prayers are more important than speed.)
Create a collection of orientation models for new employees.		Mark Gillett and an undetermined assistant.	Create models for the short time before above mentioned resources are developed. Create other models after the PowerPoint and video are created, by the end of 2006.
Dialogue with development offices about how to share MVV with donors.	Invite development directors to a meeting with this commission.	Bill Hugo will invite	Sometime in 2006.

Activity	How accomplished	By whom	By when
All printed materials/ websites / stationary include some element / emblem of MVV	Mission Effectiveness Office (thru TL) invites people to do this.	TL who will create samples with the help of graphic designers	By fall 2005.