

Mission Effectiveness Commission  
14 April 2005  
Monte Alverno Retreat, Appleton WI

Minutes

Present: TL Michael Auman, Keith Clark, Mark Gillett, Bill Hugo, Perry McDonald, Joseph Monachino, Jeff Parrish, and Roberta Swift.

1. The minutes of our 30 November 2004 meeting were approved.
2. Review of MVV retreat for Directors of Provincial Offices and Ministries (February 2005)

The Commission reviewed the raw data provided by participants at the recent working retreat for directors of provincial offices and ministries. Main “take-aways” from the data are:

It’s interesting how many people were favorable about asking Jeff to help with the job descriptions and performance evaluations. The group obviously has very positive feelings about Jeff’s involvement in the province and its ministries.

On the other hand, a lot of people know Jeff will get things done. So, asking him makes sure it gets done. Some probably didn’t know how to insert the MVV into job descriptions and figured Jeff would know how to do that.

Not all ministries have job descriptions. More commonly, friars don’t have job descriptions.

The PowerPoint by Bill was also well received. So, there might be good reception locally for this. Adding sound to it and distributing makes orientation and continuing education easier for people on the local level. Directors want help with an easy way to accomplish orientation and education.

The easier we make this for directors, the more successful we will be. If directors have to create materials, less is likely to be done.

If we produce common pieces for orientation and education, everyone hears the same message. That’s good.

The idea of travel and in-service is popular. Anecdotally, people are talking about how much they are learning from each other. Still, respondents are all over the board about how to do that.

There was enthusiasm for sharing the experience of the directors’ retreat with those not present. We need some type of Road Show(s) to accomplish this. The supreme deluxe version is an overnight experience.

Giving anyone who attends a MVV road show event might be given a medallion containing the statement. It is visible in the work areas of many who attended the directors’ retreat. The more something like that shows up in the work place, the more people will get interested.

A road show replicating the retreat and asking Jeff to get it into job descriptions is important.

Keith reported how easy it was to write a job description for a position at Monte Alverno using the MVV. Jeff doesn't need to write them, but help directors learn how to write them. Many respondents said local people should use templates Jeff might prepare.

TL is in favor of bringing directors together again. But notes that we need to not over emphasize the enthusiasm we saw. People are busy and have forgotten about the retreat.

One way to keep this before the province is to keep talking about, create events working with it, and keeping its message in front of the province.

### 3. Choices for future action

We listed the things that we chose to work on next, based on the raw data.

Activity	How accomplished	Who	When	Etc.
Poster size display of MVV Statement delivered to all offices and ministries, and optionally offered to houses.	Create as a plaque. It needs to fit in our various situations.  Ask ministries and offices what size they want (poster or 8 1/2 x 11)  Ask communities if they want it.  Paid by MVV Office.	Bill Hugo and Bob Fehring.	By October 2005	Correct the balance of the arch of the text in the graphic display of the MVV Statement
Retreats/ road shows for employees and friars.  Come up with a variety of formats.	Encourage friars in "supported" ministries to attend. Encourage retired friars to attend. This is helpful in passing down ministries.	Jeff Parrish and Bill Hugo	In/by 2006, perhaps one in fall 2005 (asking Harlan about budget)	Should we budget for lots of medallions to give to participants at these events?
Bill Hugo's PowerPoint Presentation with and without audio.		Bill Hugo	By October 2005	

Activity	How accomplished	Who	When	Etc.
Video that talks about MVV (Documentary style)	Mark Kolter	TL and (ask) John Holly, Jeff Parrish, in consultation with development	By Feb 2006	This is a documentary, the purpose of which is to explain the statement through personal interview/testimony
Jeff Parrish provides templates of MVV language for job descriptions and performance evaluations.	Jeff runs a workshop on how to write job descriptions, Performance Evaluations, and application materials.	Jeff, Keith Clark, and Mark Gillett	To follow implementation of the "road shows."	
Inclusion of MVV in application and hiring process.	Jeff runs a workshop on how to write job descriptions, Performance Evaluations, and application materials.	Jeff, Keith Clark. And Mark Gillett	To follow implementation of the "road shows."	
Asking employees how to behaviorally incorporate MVV.	See Keith's paper.	Jeff, Keith Clark and Mark Gillett.	To follow implementation of the "road shows."	
Travel to provincial ministries	Individually planned by ministry.  Ask Werner Wolf to invite and work with ministries to plan employee visits to other Capuchin ministries.	Werner, to be asked by Bill Hugo. Joe Monachino is willing to do foot work with Werner, but not plan.	As needed or requested	

Activity	How accomplished	Who	When	Etc.
Explore Pilgrimage to Assisi.	<p>Talk to FSPAs and Felicians.</p> <p>Get program and prices from Franciscan Pilgrimages.</p> <p>Ask Phil Ogle and/or Ed Foley to help write a grant (Lilly other foundations.)</p>	Hugo and commission to think out qualifications of participants.	Have the pilgrimage during 2007	
Partners magazine	"That's going to be done!" (TL)	TL		
<p>Create a prayer book for meetings of provincial ministry councils, commissions, et al., for use at the table and in the chapel</p> <p>Also used by Capuchin communities for table and other prayers.</p>	<p>Get sample books from Roberta.</p> <p>Consult CHAUSA.org</p>	<p>Liturgical Commission</p> <p>Bill asks Steve Kropp</p> <p>Roberta will get Bill samples.</p>	Ask the commission by when they can accomplish it. (Quality prayers are more important than speed.)	
Create a collection of orientation models.		Mark Gillett who will ask Ray Stadmeyer to work with him.	<p>Create models for the short time before resources are developed.</p> <p>Create other models after the PPP and video are created, by the end of 2006.</p>	

Activity	How accomplished	Who	When	Etc.
Dialogue with provincial ministry development offices about how to share MVV with donors.	Invite Development directors to a meeting with this commission.	Bill will invite	Sometime in 2006.	
All printed materials/ websites / stationary of provincial ministries and offices include some element / emblem of MVV	ME Office invites (thru TL) people to do this.	TL who will create samples with the help of graphic designers	By fall 2005.	

The Commission considered two suggestions from the raw data that were low in support. It decided not to work on these ideas at the present time. They are:

- Print folders for provincial meetings and gatherings that would have the MVV Statement on the cover.
- Print the “pop-up” of Provincial ministries on 8 ½ x 11. It was decided that the content would be too small in that format.

Each person listed in the “who” column shall estimate the budget projections for the 2006 budget. If extraordinary requests are required for 2005, they shall notify Bill of those as well.

Bill will report to participants in the February 2005 retreat the results of this meeting.

4. Our next meeting will be:

Tuesday, July 26  
 Waupaca WI  
 11-3 meeting  
 3pm + on the boat.