



Catholic Leadership INSTITUTE

Developing Writing Teams

Writing Team Purpose

The Writing Team works with the Catholic Leadership Institute's Leadership Consultant and the Pastor to represent the parish in developing a comprehensive plan. The purpose of the Writing Team is to:

1. Evaluate the results of the Disciple Maker Index survey
2. Develop a focused plan that includes the following
 - 3 Pastoral Priorities
 - One or two SMART (*Specific, Measurable and Motivating, Attainable, Relevant, Timely and Trackable*) Goals for each priority
 - An Action Plan to implement each goal
 - A Communication Plan that targets various constituencies

Who should be on the Writing Team?

Writing Teams should be comprised of no more than 5-7 individuals that represent the characteristics of the parish. This should include but not be limited to:

- Pastoral Team/Staff/Key Volunteers
- Council members
- School staff
- Parishioners

In order to ensure a well-rounded Writing Team, consider desired areas of expertise, skill sets and demographics. Some desired areas of expertise and experience might include:

- Planning
- Education
- Liturgy/Music
- Social Services
- Project Management
- Construction
- Finance
- Fund Raising
- Faith Formation
- Communication
- Human Resources
- Law/Legal Issues
- Events Coordination
- Volunteer Management
- Other skill areas that might serve your parish



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In addition to areas of experience, consider the following desired characteristics before selecting and inviting individuals. A Writing Team should be comprised of a mix of people with the following characteristics:

- Think strategically and are agenda-free
- Have experience or perspective
- Are committed but not overcommitted
- Have varied experience of parish engagement- those who are highly engaged, newly engaged, or not engaged
- Are considered to be a team player
- Tap into their creative side
- Work well with the details
- Are introverts and extroverts
- Are available to participate fully in meetings, assignments, etc.
- Other things that are important to the Pastor and parish

Similarly, the Writing Team should represent a wide range of demographics. Ensure that members are diverse in terms of:

- Age
- Gender
- Ethnic background
- Parents of school/religious education children
- Long time and new parishioners
- Ministry participants
- Marital status
- Income level

Putting Together the Writing Team

Once you have determined the skills, personal characteristics and demographics you are looking for, create a member profile. This profile will list the agreed upon skills, personal characteristics and demographics that you desire on the team

1. Give a copy of the member profile to 6-10 people and ask them to give you at least 2 names of individuals that fit the member profile.
2. Personally, call or meet with each person, and provide them with the objective and the outcomes for the Writing Team. Share why you think they are a good fit for this work. Be clear about expectations and required commitment.



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3. Allow time for prayer and discernment for you and the potential member. You want to ensure that this is good fit for you, the team and the potential member.

Before you finalize your team members, review all your prospects to ensure that the potential team members have the following:

- The necessary technical talent
- Interpersonal skills
- Diverse mix
- Upbeat, can-do attitude
- Passion
- Ability to adjust commitments