



Identifying Key Responsibility Areas (KRAs)

Key Responsibility Areas bring individual, team, and organizational efforts together because critical questions—such as *What is this ministry?* and *Why does it matter?*—are discussed and clarified.

Key Responsibility Areas (KRAs) extend beyond a job description to include the contribution and purpose of the role. They are the *outcome* of the *process* of refining role functions. And that's what is most important—the process. Formulating a KRA requires tugging at meaning, laboring over a particular word, and struggling for agreement. In the end, the process clarifies the goal setter's role and helps you and others appreciate that role.

A Key Responsibility Area Statement describes ongoing role functions. A KRA Statement is started by grouping tasks and activities that focus on one or more specific areas; then the purpose and benefits of performing those tasks are stated. The KRA Statement is broader and less specific than a Goal Statement or Task Statement.

Rule of Thumb:

A role is typically defined by 3-5 Key Responsibility Areas.

Writing a KRA Statement:

What is this ministry and why does it matter?

Does • What • Why?

Does	<ul style="list-style-type: none"> • Contains two or more verbs • Describes ongoing function
What	<ul style="list-style-type: none"> • Outlines a functional area • Describes a group of activities and tasks in a specific area; such as customer service, sales, merchandise analysis, etc.
Why?	<ul style="list-style-type: none"> • Clarifies the intent of the function and how it benefits the organization • Helps self leaders understand how they influence final outcomes • Adds meaning to the self leader's tasks and activities • Makes the connection between individual effort and the larger organizational picture



KRA Examples

Key Responsibility Area 1:

Does	create and implement
What	an inclusive, parish-wide ministry of pastoral outreach and care for all of the sick, needy, and struggling in our community
Why?	in order to minister the healing presence of Christ powerfully

KRA Statement:

Create and implement an inclusive, parish-wide ministry of pastoral outreach and care for all of the sick, needy, and struggling in our community in order to minister the healing presence of Christ powerfully.

Key Responsibility Area 2:

Does	plan, prepare, and present
What	material to be covered in adult faith formation sessions
Why?	to develop a better understanding in catechumens of Church teaching and how to live a Catholic life.

KRA Statement:

Plan, prepare, and present material to be covered in adult faith formation sessions in order to develop a better understanding in catechumens of Church teaching and how to live a Catholic life.

Key Responsibility Area 3:

Does	pray, reflect, and seek opportunities for growth
What	in my relationship with God
Why?	so that I will be able to share my faith through knowledge and example with the parish

KRA Statement:

Pray, reflect, and seek opportunities for growth in my relationship with God so that I will be able to share my faith through knowledge and example with the parish.



KRA Worksheet

Key Responsibility Area 1: _____

Ask: What is this ministry and why does it matter?

<p>Does <i>Three verbs that represent the cluster of activities in this focus area</i></p>	
<p>What <i>Object of the verbs</i></p>	
<p>Why? <i>How does this KRA relate to the role's purpose and the parish vision?</i></p>	

KRA Statement (Does • What • Why?)



KRA Worksheet

Key Responsibility Area 2: _____

Ask: What is this ministry and why does it matter?

<p>Does <i>Three verbs that represent the cluster of activities in this focus area</i></p>	
<p>What <i>Object of the verbs</i></p>	
<p>Why? <i>How does this KRA relate to the role's purpose and the parish vision?</i></p>	

KRA Statement (Does • What • Why?)



KRA Worksheet

Key Responsibility Area 3: _____

Ask: What is this ministry and why does it matter?

<p>Does <i>Three verbs that represent the cluster of activities in this focus area</i></p>	
<p>What <i>Object of the verbs</i></p>	
<p>Why? <i>How does this KRA relate to the role's purpose and the parish vision?</i></p>	

KRA Statement (Does • What • Why?)



KRA Worksheet

Key Responsibility Area 4: _____

Ask: What is this ministry and why does it matter?

<p>Does <i>Three verbs that represent the cluster of activities in this focus area</i></p>	
<p>What <i>Object of the verbs</i></p>	
<p>Why? <i>How does this KRA relate to the role's purpose and the parish vision?</i></p>	

KRA Statement (Does • What • Why?)



KRA Worksheet

Key Responsibility Area 5: _____

Ask: What is this ministry and why does it matter?

<p>Does <i>Three verbs that represent the cluster of activities in this focus area</i></p>	
<p>What <i>Object of the verbs</i></p>	
<p>Why? <i>How does this KRA relate to the role's purpose and the parish vision?</i></p>	

KRA Statement (Does • What • Why?)