

Possible Team Process for Working on the Initiatives

How to move a parish team through the process of getting clear about the specific Developmental Initiative being worked on. How to get us all on the same page. How to use time efficiently and effectively.

First - remember the overall instructions

If you are part of a parish team:

1) In the Action-Planning segment of the report

-The common work (the parts the team needs agreement on) -- Description and additions and changes to the description, theoretical base and strategic assumptions, and 3 a. What is written in these sections needs to be the same language by all team members. The team needs agreement in all these areas if it is to be effective in implementation.

-To be done by each individual - Outcome Considerations and Process Considerations and 3 b. This has to do with each person's learning process. By the time you complete the program our hope is that you'll have integrated what needs to be considered in a parish intervention. While the team needs to explore the considerations it doesn't have to have 100% agreement.

2) The Results & Learnings segment of the report is not a team effort. Each participant does his/her Results and Learnings section. Members of the team will see things differently and will have different learnings.

The primary point isn't filling out the form, though you each need to do that. It is you being clear about the interventions you plan to make. Filling at the form is a tool in that process.

Second - Allow yourselves enough time. You probably need a meeting for each initiative you are working on.

Note on large teams - If you are a large parish team it will take longer because you have so many voices. One option, if trust level allows, is to split into two groups and each group go through one initiative and then come together, share and revise based on feedback.

Third - A possible meeting process. There are many ways to do this. Here's one. Revise as needed for your situation.

1. In advance - Each person on the team can read the "Interventions Considerations" PDF on www.shapingtheparish.com/participants-only and make notes on the report form that connects the If you wait to do this as a group it will 1) take up a lot of time and 2) run the danger of "group think," and 3) not develop the individual capacities of team members.

2. Decide who will facilitate the meeting. Use newsprint. The facilitator needs to 1) keep the pace moving and 2) record the key decisions/phases on the newsprint.

if you're one of the parish's with a consultant please have someone other than the consultant facilitate. Have the consultant coach the facilitator as needed. (Note - this is important because you want to end up with more internal capacity when you complete the program.)

3. Select the Developmental Initiative you will work on first.

4. Everyone read the "description."

5. Brainstorm:

1) What excites me about this. 2) What may be challenging/difficult in doing this.

6. Prioritize the brainstorm ideas - each person gets 3 marks in each column. See what comes to the top.

7. Brainstorm ideas about anything that you may want to add or change in the description. Prioritize that list. Then discuss it. (note - the value of prioritizing before having a "discussion" is that it will save you a lot of time by narrowing down what needs to be talked about.)

8. Based on the discussion - decide on anything to write in this section. This is an area requiring agreement in the team.

Participant's additions & changes to the description

If you are revising the above in some manner, note that here. Offer a rationale for the change. Changes may not be so extreme as to change the basic thrust of the initiative description above --

9. Considerations -- On the assumption that everyone has done the advance work (see #1 above) -- you can walk through each 'consideration' on the form and share your thinking. You don't need consensus about this. You do need to listen to one another.

Try to do this quickly. Just hear from one another. Don't get into trying to convince others of your position.

Note: when each individual sends in his/her report -- the comments in this section will differ from what others in the team say.

10. Theoretical base and strategic assumptions for the initiative -- You might find it useful to brainstorm and prioritize these items. Or if you start by trying to do it in a discussion you may find yourselves turn to brainstorming and prioritizing if it is taking too much time. You are seeking team agreement about the primary items in each area. You want agreement about that. Obviously individual members may propose other things that are not seen as "primary" by most of the team.

Theoretical base -- In this section you'll answer as best you can. As you move through the program, and complete more of the readings, you'll have more theory that will inform this. At the moment you have common theory from the first weekend and the readings you did on emotional intelligence.

When you send your report to Michelle and me we may suggest theory for you to consider.

Strategic assumptions - Don't over-think this one. Just note some of the things you're assuming. Some will be obvious, along these lines -- we assume enough people will come to each session/meeting, we assume the financial resources will be available. Other may be more complex -- "we assume there's already adequate critical mass (in whatever)" or maybe the reverse "we assume people don't have the needed competence in ..." (whatever - "spiritual life", or "EI", or "group participant skills", etc.

11. In the section "Action Plan" there are two areas to address. (Note: This calls for team agreement)

a. What are the major steps you need to take to implement? - Brainstorm steps that occur to you and then put them in whatever order fits your situation.

b. What will this require of you as a leader and a person? -- This is for each individual to answer on their own. Though you may decide to share it with one another. The answers in this section may especially draw in emotional and social intelligence categories.

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