

The "year two" report covers April 2009-April 2010, and will be published in a series of articles, following the six primary Road Map recommendations, though not necessarily in order. This report is for recommendation #1. (The "year one" report was published in the June 26, 2009, Hawaii Catholic Herald.)

ROAD MAP REPORT: YEAR TWO

The report to Bishop Larry Silva and the Diocese of Honolulu in the implementation of "Witness to Jesus: Diocesan Road Map for Pastoral, Program, and Facility Needs 2008-2013"

Road Map Recommendation #1: Leadership development of clergy, lay staff, and volunteers

Desired outcome: Excellent spiritual and administrative leadership by clergy, lay staff, and volunteers that is supported by spiritual formation, education, training, and mentoring programs and aided by performance expectations and best practices.

By Dara Perreira

Diocesan Director of Human Resources and chair of the diocesan task force for leadership development of clergy, lay staff, and volunteers

Planned actions and their implementation

ACTION: Establish vicariate contacts who can share information about available training resources and people.

IMPLEMENTATION: Vicariate contacts are providing assistance and leadership to parishes in the following areas: building and facilities, faith formation, youth and young adult ministries, pastoral and financial councils, and safe environment programs.

ACTION: Provide pastors with assistance that recognizes the difference between spiritual and administrative leadership.

IMPLEMENTATION: Two events coordinated by the Office of Clergy have provided assistance. The annual priest convocation provided training in renewing the spirituality of priesthood. An international priest orientation provided training in administrative areas and an introduction to diocesan pastoral programs. The diocesan Human Resources Department has provided training in creating job descriptions and relating to payroll and benefits.

ACTION: Identify and publicize leadership training programs already available in the community.

IMPLEMENTATION: A Leadership Toolbox is being developed. It will include a directory of all training and development programs available within the diocese and from partner organizations.

ACTION: Provide practical workshops on financial/economic leadership for pastors and lay employees/volunteers.

IMPLEMENTATION: Diocesan Director of Finance Lisa Sakamoto has participated in vicariate meetings to educate clergy and parishioners on revised finance council norms. The Catholic Mutual Group that manages the majority of diocesan, parish, and school insurance programs has visited all vicariates and offered information and training. The With Grateful Hearts capital campaign provided parish leaders with fund-raising training and support and in the process strengthened leadership skills within parishes.

ACTION: Develop workshop modules and use experts and resources to help train councils and boards.

IMPLEMENTATION: The development of training materials is a work in progress. The Maryknoll School Board has provided assistance to the St. Anthony Wailuku School Board. This partnership continues to provide resources, ideas, and support for achieving the goals and objectives of St. Anthony School.

Other activities

■ **Administrative Professionals Day:** Thirteen pastors and 36 administrative professionals attended a day of training to learn about generational differences and how this affects their everyday work and ministries.

■ **Technology Support Services:** Effective leadership requires using technology to manage finances, communicate, and perform daily parish operations. Twelve parish employees participated in parish data system training in January 2010. An Information Technology Advisory Board with members from parishes, diocesan departments, Catholic schools, and the community was established in March 2010.

PARISH STORY



Front row L-R: Rosie Jacinto, Fr. Adrian Gervacio, Aida Isidro (Chair), Fran Kovaloff; Back row L-R: Al Villanueva, James Adlawan, Pamata Liua, Jr., Jennifer Jandoc; Not pictured: Marlyn Calvo (Ex-officio)

Our Lady of the Mount Parish

Lisa Sakamoto and Cynthia Lallo attended a finance council meeting at Our Lady of the Mount Parish and discovered a small parish with excellent leadership. The meeting was conducted using minutes from the previous meeting and an agenda. Meeting time was monitored and used efficiently. Decision making was based on accurate data and displayed genuine collaboration and commitment to the parish mission. The council worked well with Fr. Adrian; roles and responsibilities were clearly understood and followed. To add to meeting success, Filipino food and drink were available for all. The use of best practices resulted in a fi-

nance council meeting that was efficient, effective, and productive.

Meeting best practices

- Use agendas and minutes
- Establish roles and responsibilities
- Understand goals and mission
- Monitor time
- Use accurate data
- Collaborate and show respect
- Make decisions
- Have a welcoming and pleasant environment

Task Force members

Dara Perreira—Chair
Rafael Mendoza—Vice chair

Fr. Adondee Arellano
Phil Bonhert
Fr. Jon Cabico
David Coleman

Michael Griffith
Fr. Clyde Guerreiro
Joseph Mitchell
Winona Martinez

Gail Nakamura
Todd Taniguchi
Jim Walsh
David Watson Youth and Young