HOSTING A LEADERSHIP SUMMIT

**What is a Leadership Summit?**

A leadership Summit is designed to identify priorities for the next 1 to 3 years. The scope is more short-term than long-term. A Summit can be helpful in getting a pastoral council on task, assisting a parish or parishes in setting a new course or responding to a crisis or critical situation. The Summit can include pastoral council, finance council, commissions and committees, as well as parishioners.

**Why have a Leadership Summit?**

Parish pastoral councils have the responsibility to assist with the planning for pastoral activity. The Archbishop or one of his Vicars General should be able to ask every council in the diocese to state what the 3 or 4 parish priorities are for the year. A Summit not only provides the opportunity for parishes to focus on future ministry priorities but it allows other parish leaders and even parishioners themselves to be part of the decision-making.

**Who leads the Summit?**

The summit is usually convened and lead by the pastoral council or, in the case of some multi-parish communities, a summit team of representatives from all the parishes. The team helps to organize the summit and to designate individuals for the various roles in preparation for the summit as well as the summit itself.

**Who should attend?**

The process can involve a number of different groups:

* Pastoral council members
* Finance council members
* Commission and committee members
* Parishioners

Organizers need to take into account the number of people who potentially could attend and plan accordingly. Pre-registration is strongly recommended.

**How is it organized?**

A sample outline for the meeting is included on the next page. Parishes have a great deal of flexibility in developing a process for their parish or parishes. For example, one way of involving parishioners in the process is to have them suggest an area of priority on sheets available in church. This can be done during announcement time at Mass. The pastoral council would compile and review them, discerning a list of top ones which are supported by the data which has been studied.

**When is the best time to have a Summit?**

There seem to be three “best times:” the beginning of the council year in August or September, the beginning of the calendar year in January or the end of the year in May or June. The Summit can even be combined with an annual parish meeting.

**Where is it held?**

The location for the summit is dictated by the number of people who will attend. Choose a location that will accommodate the number of registrations without appearing too small or too large for the attendees. Make certain the room is well-lit, comfortable, and has a good sound system. Refreshments should also be available which will encourage people to arrive early and stay late.

OUTLINE FOR LEADERSHIP SUMMIT

**Gathering of Leaders to Set Priorities (90 minutes)**

## Agenda

5M **Opening prayer –** *Pastor/Parish Director*

10M **Remarks** - *Council chair*

* What we want to accomplish – how to make decisions together and identify 3 or 4 priorities for us to work on next year or 1 in each area of ministry for up to 3 years
* What we have discovered about the parish *or parishes*
* Our hopes for the future of the parish *or parishes*

10M **Overview of the priority process** at the Summit

* You will be the sounding boards, the decision-makers, and the implementers
* How the process will unfold
* The list that has been discerned by the pastoral council *or from the Mass survey*
* Questions about or clarification of the goals

25M **Small Group discussions** –

* *Each person selects a top goal from the list*
* *Allow each person in the group to indicate the top goal and to share “why” it is a priority*
* *After each person has shared, follow the same process for a second top goal*

5M **Prayer and reflection** on the list of goals in preparation for selection of the top 3

10M **Selection of top three goals** - each participant has two votes

* Preferences can be tabulated in any number of ways – dots on a sheet, ballot, hand or stand-up vote
* Announcement of the results

10M **Next steps** – Implementation of the priorities

* Indicate which committees will develop action steps
* How action steps will be reviewed and implementation monitored

10M **Pastor/Parish Director Comments –** *Opportunity for pastor to comment on the Summit process and the goals on which the parishes will be working*

5M **Thank you and blessing** – *Pastor/Parish Director*