

**Good Shepherd Catholic Community  
Ministry Leader Succession Plan**

Ministry \_\_\_\_\_

Date \_\_\_\_\_

Current Leader \_\_\_\_\_

Start Date \_\_\_\_\_

Assistant/Co-Leader \_\_\_\_\_

Start Date \_\_\_\_\_

Staff Liaison \_\_\_\_\_

**Position Information**

Leader Primary Responsibilities/Duties:

Assistant/Co-Leader Primary Responsibilities/Duties:

**Key Leadership Competencies/Skills (check the top five)**

Document Preparation, Spreadsheets	
Planning and Organizing	
Planning Center Online ("Services" or "Groups" app)	
Strategic Planning and Problem Solving	
Building Relationships with Volunteers, Clients	
Oral Communications	
Written Communications	
Recruiting Volunteers, Team Members	
Influencing/Persuading Others	
Catechesis	
Evangelization	
Other:	
Other:	

**Potential Successors**

Name	Experience with Ministry	Ready Assessment Now/ 1 Yr/ >1 Yr	Training Needed (if any)

Date for next review \_\_\_\_\_

## **Good Shepherd Catholic Community Ministry Leader Succession Plan**

### **Purpose**

Conduct a pilot ministry leader succession planning process to build operational continuity for ministries that are critical for achieving Good Shepherd's mission. The process will be revised as needed with the goal of turning the process over to the Parish Leadership Team as an integral leadership function for the parish.

### **Roles & Responsibilities for the Pilot**

**Process Champions:** The Parish Leadership Team is accountable for ensuring the process is conducted annually for key ministries (Tier 1-3 ministries at a minimum).

**Process Owners:** Ministry Leaders and their respective Staff Liaisons perform duties described below and ensure alignment in candidate evaluation, selection, and development.

**Facilitators:** The Leadership and Governance Strategic Planning Team facilitates and guides Ministry Leaders for the first time through 2024. Staff Liaisons and Ministry Leaders will be responsible for facilitating the process in future years.

### **Pilot Process**

- 1) Ministry Leader and L & G Team representative meet individually to:
  - a. Review, update and confirm key leadership competencies/skills
  - b. Identify candidate(s) with experience and capabilities to take over the leadership role
  - c. Assess candidate readiness: 1) ready now, 2) ready in 1 year, 3) ready in 1+ years
- 2) Ministry Leader checks in with Staff Liaison to discuss candidates, ensure alignment, and consider next steps. Degree of ongoing interaction between Ministry Leader and Staff Liaison may vary and should be agreed upon for each ministry.
- 3) Ministry Leader discusses leadership role with potential candidate(s) to assess interest and commitment. **The ministry leader term is a 3-year term.**
- 4) Ministry Leader determines development plan for potential candidate(s), which could include:
  - a. Designating candidate as back-up lead or assistant role
  - b. Training candidate in operational processes, technology, scheduling, communication modes, etc.
- 5) If no potential candidates found, Ministry Leader recruits new volunteers with needed competencies.
- 6) Ministry Leader documents the plan and obtains approval from Staff Liaison.
- 7) Submit Ministry Succession Plan document to Director of Parish Engagement.
- 8) Ministry Succession Plan is reassessed and updated annually.