Process for Developing an Institutional Mission Statement

**Activity 1:** What are the things that people are pleased with and frustrated with at this school? (Designed to get the issues on the table.)

**Activity 2:** As we begin planning for our future, what values are most important to you as we create our vision statement? (Use “I believe” statements, which focus on the important things.)

*Note: A helpful approach is to have the group read some common articles or books. For example, information about student learning or student needs, future trends, and information about recommendations for schools at that level. Often professional associations (National Association of Secondary School Principals, National Association of Elementary School Principals, Association for Middle Level Education, Association for Supervision and Curriculum Development) have useful resources. Shared readings create a common base of information and are particularly useful to minimize the barriers between teachers and parents when parents often defer to teachers as the “experts.”*

**Activity 3:** Imagine it is the year 2020. You have been able to operationalize your beliefs. What will you see? What will you hear? What will your school feel like? Describe the vision. (Helps to identify the target the school will work toward.)

**Activity 4:** In work groups, develop a draft mission statement to be shared with the larger group. (Development of multiple models promotes discussion, clarification, and consensus building.)