**MCL Title:**  Strategic Planning and Organization Development (SPOD)

**Purpose of MCL Ministry:**

* Assists Rector in Planning & Organization Development areas not covered by Vestry or other MCLs
* Maintain a forward-looking and proactive approach of supporting and advancing the goals and core values of St. Barnabas.
* Reports directly to the Rector to work sensitive or long-range projects. These can be at Rector's request,

initiated by SPOD MCL, the SPOD work team, or by Vestry request.

* Leads development & updates to our Strategic Plan considering current trends, structure, issues, implications,

plus building capacity, parking & facility needs

* Helps with Organization Development for Vestry & MCLs: recruiting, transitions, training, & leadership skills

**Key Responsibilities & Activities:**

* **Strategic Planning**
	+ Be a soundboard for the Rector and an initiator of projects.
	+ Lead the annual Strategic Plan development meeting, traditionally the first weekend in March.
	+ Work with the Sr. Warden to track progress vs. goals and objectives on the strategic action plan.
	+ Be aware of and provide input as needed on strategic choices of how our spendable funds are allocated,

the size of reserves, and "dead" escrow accounts with unspent funds. Interact with the

Treasurer, Sr. Warden, and MCL - Admin Finance as needed. Research and educated Vestry prior to votes as needed.

* + Use a spreadsheet to track weekly attendance and parking capacity, with monthly reports to Exec Comm.
* **Organizational Development**
	+ Facilitate a communication platform for all MCLs to share progress or collaborate. 2-3 times annually.
	+ Champion and nurture the laity led MCL organization model and assist with MCL and Vestry onboarding
	+ Work with Communications Director on timely web site updates when key leadership or staff changes occur.
	+ Update Organizational Chart and Ministry Summary documents after new Vestry & MCL as needed.
	+ Be prepared to offer suggestions to the Rector for the recruitment of new Vestry and MCLs.
	+ Be aware of performance needs by MCLs or staff and work to resolve thru channels.
* Monitor the SPOD area workload, & recruit additional permanent team members or Ad Hoc project workers
* Prepare written quarterly reports and attend scheduled Vestry meetings to update SPOD area progress.
* Attend any Vestry meetings that involve voting on key strategic issues, such as budgets & staffing.

**Time Commitment Required:**

* Varies depending on issues & timeline with the annual Strategic Planning process.
* SPOD meets regularly monthly for 90 minutes.

**Deliverables:**

* Update the Annual Strategic Plan with Vestry/MCL alignment on the year's action plans within 60 days of retreat.
* Quarterly Vestry review of status and next steps of chosen initiatives in the Strategic Plan
* New MCLs and Vestry are onboarded within 30 days of assuming their new role.
* Attendance & parking capacity reports updated monthly within a few days of last Sunday of the month.

**Skills Desired to Optimize this MCL Position:**

* Strong Organizational, Communication, Planning and follow-up skills a must.
* Experience in running large meetings, presenting, and building programs or proposals.
* Interested in long term trends, ideas, and initiatives. Intellectually curious and data driven.
* Skilled in driving collaboration, resolution, and clarity of complex ideas
* Able to communicate regularly and easily with MCLs, Vestry leaders, and Staff.
* Skilled in assessing talent or recruiting talent for volunteer positions.

 Updated 11MAY21 NAT