



**INSTITUTE FOR ONGOING  
CLERGY FORMATION**

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**Shepherd's Staff**



Shepherd's Staff pairs Catholic pastors with seasoned professionals to discreetly but powerfully conquer the administrative challenges that come with leading a parish.

# IOCF Pastor Development Program



## Seminary

Introduce foundational leadership principles for future role as pastor

## Pre-Pastor

Prepare priests who will be appointed pastor to have a great start in their "first 90 days".

## Pastor Workshop

Intensive, 5-day program lays all the foundational elements for priests to become effective pastors and leaders.

## Follow-up Education & Support

1-day topical modules:

- Leadership
- Finance
- Schools
- Strategic Planning
- Etc.

Group

Shepherd's Staff: One-On-One Pastor Coaching/ Advising

Leadership 360 Review

Individual



# IOCF Shepherd's Staff

## Who We Are

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- Advisors on leadership and administration
- Catholic
- Understanding
- Trustworthy, humble, confidential, discreet
- Approachable, insightful
- Professional and competent
- A trusted partner working in collaboration with the pastor



Shepherd's Staff Advisors are a team of seasoned professionals with real world business and church administration experience, trained in the IOCF Leadership Model, who seek to support Catholic pastors in the practical management of their parishes.

# IOCF Shepherd's Staff Advisors

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- **Possesses years of professional experience in one or more areas of expertise and is a *volunteer* who provides advice and direction to pastors regarding the following:**
- Strategic planning, leadership, financial management, human resources, schools, operational matters and other related areas.
- Utilization of the IOCF Leadership Model – Plan, People, Perform, Core Values and Credible Personal Leadership.
- Personal leadership development - developing leadership skills, including collaborating with and empowering others, engaging others in achieving vision, working through conflict and forming community

# IOCF Shepherd's Staff Advisors (cont'd)

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- Best practices for administrative and organizational policies and procedures
- Answering questions and providing appropriate advice, resources and guidance
- Recognizing weaknesses and building on strengths
- Setting realistic expectations and achievable goals
- Recognizing and recording work accomplished and progress made

# IOCF Shepherd's Staff Advisors - Relationship

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- The SS Advisor has no authority whatsoever regarding decision making.
- The pastor will always be expected to follow archdiocesan protocols in all circumstances. The expectation is that the Advisor is generally aware of these protocols and if the pastor does not follow them, he will be encouraged to do so, and if not responsive, the Advisor will notify IOCF for next steps.
- An agreement will be signed between the Advisor and the pastor so the relationship parameters are clear.
- The Advisor will also encourage the pastor to identify gifted parishioners who can step in to help.
- The Advisor relationship with the pastor may grow into a mentor/coaching relationship, but this must happen naturally/organically.



# IOCF Shepherd's Staff Core Values

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- Accompaniment
- Confidentiality
- Knowledge
- Best practices
- Prudence
- Technical excellence
- Catholic teachings
- Relationship
- Compassion
- Collaboration

# IOCF Shepherd's Staff

## How We Work

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- **Contact:** After the pastor contacts Shepherd's Staff through the IOCF, an initial meeting is arranged at a convenient time and location for the pastor.
- **Assess:** Through targeted questions and careful listening, team members work with the pastor to assess needs.
- **Assign:** After defining a mutually agreed upon objective, we identify qualified professionals to support the pastor.

# IOCF Shepherd's Staff

## How We Work

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Contact



Assess



Assign

# IOCF Shepherd's Staff

## How We Can Help

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Human  
Resources

Leadership  
Skills  
Development

Financial  
Management

Operations

Strategic  
Planning

Schools

# IOCF Shepherd's Staff Human Resources

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- Performance appraisal systems
- Organization design
- Delegation
- Parish Business Administrator relationship
- Interpersonal Relationships

# IOCF Shepherd's Staff Leadership Skills Development

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- Communications
- Team building
- Change management
- Problem solving
- Time management skills
- Personal coaching



## A Model for Long-Term Parish Success

Ground  
Everything in a  
Richly **Catholic**  
Environment  
and **Core**  
**Values**

Recognize a Common Mission / Build a Distinctive **Plan**  
+  
Create the Culture / Form the **People**  
+  
Get the Work Done / **Perform** Well

Underpin  
Everything with  
**Credible Personal**  
**Leadership and**  
**Witness**

Create a **Vibrant, Thriving,**  
**Parish Providing a Daily**  
**Witness to Our Catholic Faith**

# IOCF Leadership Model

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**Catholic  
Core  
Values**



**Plan  
+  
People  
+  
Perform**



**Leadership  
and  
Witness**



**Vibrant, Thriving, Parish Providing a Daily  
Witness to Our Catholic Faith**



# IOCF Shepherd's Staff Financial Management

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- Budgeting
- Interpreting financial statements
- Stewardship and fundraising
- Best practices

# IOCF Shepherd's Staff Operations

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- General Parish Operations
- Operational Efficiency and Execution
- Change Management
- Teamwork and Communications
- Infrastructure

# IOCF Shepherd's Staff Strategic Planning

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- Parish vision and strategy
- Board /Council organization
- Communication structures
- Transition management



- Healthy leadership collaboration
- Parish subsidy management
- Enrollment and sustainability
- Parish/School relationship

# IOCF Shepherd's Staff Advisor Perspective

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“It’s rewarding to see the lessons learned over a 35 year management career be so useful to the Church. My goal is to help the pastor be more effective in his stewardship duties, so he has more time and energy for ministering to his parishioners.”

# IOCF Shepherd's Staff Advisor Perspective

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“I find it fulfilling to work with the pastors on parish issues that matter to them. I enjoy sharing my knowledge from 33 years experience in H.R. matters, leadership development and as a Parish Life Administrator to help the pastors overcome tough challenges. Throughout these experiences, the Holy Spirit has been an incredible Resource.”

# IOCF Shepherd's Staff Advisor Perspective

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“I appreciate the effort it takes to successfully run a parish. I enjoy sharing my knowledge from 25 years in sales and sales management to help priests to approach and solve problems effectively. Sometimes it is just being a good sounding board and helping a pastor work through various options. It is always rewarding.”

# | Joyful Catholic Leaders