

Pastoral Leadership Study Day Task Force

Guidelines

Goal

To provide two professional growth days annually that encourage parish leaders (clergy and parish staff) to study topics related to the vision and mission of the Archdiocese.

Function

The study days are planned and coordinated by the Archdiocese of Dubuque Leadership Development & Pastoral Planning Office and the Kucera Center for Catholic Studies at Loras College for the benefit of all clergy, parish staff, and leadership in the Archdiocese.

Formation of the Task Force

In an effort to represent a wide constituency, the Archdiocese Leadership Development & Pastoral Planning Office will call together a Planning Task Force. The process for selecting persons to serve on this task force will be determined by each area of ministry (e.g. Priestly Life Committee, PAMAD, Department Heads, Diaconal Community Council, Religious Education Steering Committee, Social Service Division, and Principals). Staff from the Kucera Center will also attend task force meetings in order to provide financial information, as well as offer input on themes, speakers, and pedagogical activities during the days.

Responsibilities of the Task Force

The task force will:

- Determine topics and speakers
- Assist staff in preparation for the day, development of materials, and various duties during the day (such as registration)
- Select the site
- Set the fee for participants
- Assist in formulating a budget

Role of the Archdiocese

The Archdiocese and its offices have primary responsibility for planning, coordinating, and handling logistics for the study days. This includes tasks related to speakers, facilities, promotional materials, and the schedule and MC for each study day.

Role of the Kucera Center

The Kucera Center will provide funding for the study days and maintain all budget records related to them. This funding can include a stipend for a part-time conference coordinator at the Archdiocese. Its staff will attend task force meetings during planning for the days to provide financial information, as well as offer input on themes, speakers, and pedagogical activities during the days. Kucera center staff will also be on hand during the study days to help make sure things run smoothly.

Operational Guidelines

- The study days are held twice per year—in October and closely following Easter.
- Topics and speakers are determined for the October day by November of the previous year, while topics and speakers for the post-Easter day are determined by June of the previous year.
- Speakers must be approved by the Archbishop before contact is made.
- Promotional materials and processing of registration are the responsibility of the Office of Pastoral Planning.
- Budget records will be managed by the Kucera Center in consultation with the Office of Pastoral Planning.
- Liturgical services are the responsibility of the Office of Worship.
- Members of the Planning Task Force and speakers for the days are not expected to pay registration fees.