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| **G:\CHA Logo\2017 CHA Logos\Print only logos\Cha_Logo BLACK_no words.pngSystem Mission Leader** |
| In a dynamic jobs, there is no such thing as a “typical week.” However, this snapshot gives a sense of what types of things may be on the calendar of a mission leader in a system office. For more information on the purpose, participants and role of the mission leader click the meeting.  |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday**  |
| **6:00-6:30** | **Prayer[[1]](#endnote-1)** | **Prayer** | **Prayer** | **Prayer** | **Prayer** |
| **6:30-7:00** |  | **Mayor’s Prayer Breakfast[[2]](#endnote-2)** |  |  | **Friday Morning Mass** |
| **7:00-7:30** |  |  |  |  |
| **7:30-8:00** |  | **Quarterly Ethics Council: Transgender Care[[3]](#endnote-3)** |  |  |
| **8:00-8:30** |  | **Board Meeting[[4]](#endnote-4):** Governance Committee | **System Board Meeting** |
| **8:30-9:00** | **Team Huddle[[5]](#endnote-5)** | **Travel** | **Bi-weekly Senior Management Meeting[[6]](#endnote-6)** |
| **9:00-9:30** |  | **Ministry Identity Assessment Planning Meeting[[7]](#endnote-7)** |
| **9:30-10:00** | **1:1 Anderson**Video Conference [[8]](#endnote-8) |
| **10:00-10:30** | **Board Meeting:** Finance Committee |
| **10:30-11:00** | **1:1 Greggory**Video Conference  |  |  |
| **11:00-11:30** | **Interview: CNO for Mission Fit[[9]](#endnote-9)** | **3 YEAR Strategic Planning Meeting[[10]](#endnote-10)***Exec Board Room or Video Conference*  |
| **11:30-12:00** |  |  |
| **12:00-12:30** |  | **Physician Leader Formation[[11]](#endnote-11)** | **System Board Meeting**  |  |
| **12:30-1:00** |  | **Blocked Time No Meetings[[12]](#endnote-12)** |
| **1:00-1:30** | **Investment Committee Planning Meeting[[13]](#endnote-13)**  |  |
| **1:30-2:00** |  |
| **2:00-2:30** |  |
| **2:30-3:00** | **HOLD** **Planning Session for Palliative Care Meeting[[14]](#endnote-14)** | **Annual Meeting with Bishop[[15]](#endnote-15)** |  |
| **3:00-3:30** |  |
| **3:30-4:00** |  |
| **4:00-4:30** |  | **Parent Teacher Conferences[[16]](#endnote-16)**Dinner with Chris |
| **4:30-5:00** |  |  |  |
| **5:00-5:30** |  | **Ministry Awards Banquet[[17]](#endnote-17)** | **Board Dinner**  |  |
| **5:30-6:00** |  |  |
| **6:00-6:30**  | **Exercise[[18]](#endnote-18)** | **Exercise**(Training with Shannon)  | **Exercise** |

1. PRAYER. Mission Leadership is a ministry and a calling. Cultivating a personal spiritual practice, be it meditation, Liturgy of the Hours, daily mass, yoga, *Lectio Divina*, centering prayer or any combination thereof, is essential to the vocation and integrity of the mission leader. It is critical to make this practice a scheduled part of a daily routine and to protect that time.
 [↑](#endnote-ref-1)
2. MAYOR’S PRAYER BREAKFAST. As a member of the local ministry community, mission leaders are frequently called upon to attend ecclesial and civic functions. These are good opportunities to listen for the needs of the community as well as look for ways to enhance and create partnerships. [↑](#endnote-ref-2)
3. QUARTERLY ETHICS COUNCIL – TRANSGENDER CARE. System mission leaders often find themselves at the forefront of ethical issues facing Catholic health care. Having a trained ethicist within the organization, on retainer, or being in touch with the ethics resources at CHA is important to ensuring alignment with *The* *Ethical and Religious Directives of the Catholic Health Care Services* (ERDs).

 [↑](#endnote-ref-3)
4. BOARD MEETING. The system mission leader may be expected to attend the board meeting and function on one or more of the committees of the board. At this meeting, the system mission leader is accountable for reporting on all activities and metrics involving Catholic identity. This may include formation, ministerial identity assessments, ethics, spiritual care as well as other functions that roll up to mission. The mission leader may also be the point person in creating an annual report to the Vatican, depending on which sponsorship structure is in place. [↑](#endnote-ref-4)
5. TEAM HUDDLE. Weekly check in with team to keep up to date on projects being worked on across the organization. Depending on how a team is structured, this might be a video or conference call.
 [↑](#endnote-ref-5)
6. BI-WEEKLY SENIOR LEADERSHIP MEETING. Twice monthly meeting for senior leadership team. Like any team meeting, this is an opportunity for keeping track of strategic initiatives, sharing wisdom, raising concerns and ensuring accountability. The mission leader needs to be fluent in other areas of health care in order to make meaningful contributions to the conversation and to ground issues and discussions in the commitments of Catholic health care and the values of the organization. [↑](#endnote-ref-6)
7. MINISTRY IDENTITY ASSESSMENT PLANNING MEETING. Many organizations use a ministry identity assessment process. Some use outside vendors and others conduct internal reviews. From start to finish, these assessments take several months. The process is formative for all participants as well as informs continuous quality improvement in ministry identity, by placing ongoing improvement planning with regular measurement and reporting. The system mission leader is likely the person to whom reports from across the ministry roll up to for presentation to the senior leadership team and board. [↑](#endnote-ref-7)
8. 1:1 ANDERSON. System mission leaders balance between managing a local team and teams that may expand several counties or states. Leadership, cultivating talent and succession planning are an important service the system mission leader provides to the ministry. In this role the mission leader acts as coach and support person, planning strategy and helping remove obstacles for mission leaders in regions or facilities. [↑](#endnote-ref-8)
9. INTERVIEW: CNO FOR MISSION FIT. Hiring well is among the most important things an organization does to protect culture and identity. A mission interview does not seek homogeneity or uniformity, but rather an overlap or openness to the meaning of working in the Catholic health care environment. In this role the mission leader may be seeking to understand how an applicant understands their vocation, call to service, spiritual identity and openness to working in a values based organization. [↑](#endnote-ref-9)
10. 3 YEAR STRATEGIC PLANNING MEETING. As a part of the senior leadership team, the voice of the system mission leader is important in strategic planning and organizational discernment. System mission leaders must be fluent in finance and operational aspects of the organizations in order to make a meaningful contribution. In this meeting the mission leader acts as a translator bringing the values and theology of the Catholic tradition to bear in discussions and discernment. [↑](#endnote-ref-10)
11. PHYSICIAN LEADER FORMATION. Leading formation is an integral role for most mission leaders. They must be able to translate the mission and values of the ministry into each level of the organization from front line staff to the board. These formation experiences vary in time and type from ongoing cohort model programs to 10- to 30-minute processes within an agenda. Formation must be meaningful and relevant to each group to best enable participants to tap into their own spirituality as well as engage and steward what is unique in the Catholic health ministry. [↑](#endnote-ref-11)
12. BLOCKED TIME. Calendars can fill up quickly with meetings. Setting aside larger blocks of time protects space to work on more in-depth projects, organize and meet in the moment needs that surface. [↑](#endnote-ref-12)
13. INVESTMENT COMMITTEE PLANNING MEETING.  In order to function effectively and to carry out its mission into perpetuity, Catholic health ministries depend on good returns for investment and must operate in a fiscally sound, responsible and accountable manner according to the moral demands of prudence, justice, stewardship and the common good. A mission leader in this meeting should have comfortable understanding of investment practices and financial accreditation requirements in order to make meaningful contributions to the conversation. [↑](#endnote-ref-13)
14. HOLD – PLANNING SESSION FOR PALLIATIVE CARE MEETING. System mission leaders often find themselves at the forefront of issues challenging Catholic identity. Blocking time to plan and collaborate with others ensures quality product and best outcomes. As the subject expert for the ministry, there is a responsibility to be up to date, articulate and well prepared to translate the Catholic position in a way that is positive and affirming. [↑](#endnote-ref-14)
15. ANNUAL MEETING WITH BISHOP. As a ministry of the church, Catholic health care is accountable to the local bishops who are responsible for all Catholic works in the dioceses. Having strong supportive, transparent relationships with local bishops is important for maintaining Catholic identity. In this meeting, a mission leader is responsible for sharing the successes and struggles the ministry experiences and looking for ways to collaborate with local church. [↑](#endnote-ref-15)
16. PARENT TEACHER CONFERENCES. Cherishing the people in our lives means making time for them in tangible ways. [↑](#endnote-ref-16)
17. MINISTRY AWARDS BANQUET. Many organizations have annual awards dinners celebrating lengths of services, exceptional associates or graduates for formation programs and leadership academies. A mission leader may be a co-host, emcee, or award presenter. [↑](#endnote-ref-17)
18. EXERSCISE. Having nothing to do with the scales or waistline, physical activity has everything to do with making time to focus on you because you focus so much on serving and caring for others the rest of the day. [↑](#endnote-ref-18)