



DIocese OF METUCHEN DEPARTMENTAL PASTORAL PLANS

Office

Office of Catholic Charities, Diocese of Metuchen

Mission Statement

Driven by Catholic social teaching, Catholic Charities, Diocese of Metuchen, provides quality services with dignity and respect to the poor, vulnerable and all people in need, and partners with families and communities to improve the quality of life.

Vision Statement

To be a vibrant, dynamic agency dedicated to helping all individuals and families reach full potential while advocating for a more just and compassionate society.

Three-Year Goals

- 1 Conduct Portfolio Optimization Analysis of agency programs to keep the agency nimble, responsive, adaptive, sustainable, and future-focused.**
- 2 Explore the Agency's Potential to Provide Fee-Based Physical Plant Maintenance (PPM) Services to the 101 Parishes of the Diocese of Metuchen.**
- 3 Assess the Information Technology Network to improve performance.**
- 4 Improve executive level reporting to support Agency decision-making, planning and continuous improvement.**
- 5 Develop and implement both internal and external diversity initiatives.**

** Note: The highlighted Goals & Objectives support the Diocesan effort to "Embrace Unity in our Diversity".*

One Year Objectives

Goal 1: Conduct Portfolio Optimization Analysis of agency programs to keep the agency nimble, responsive, adaptive, sustainable, and future-focused.

	Objective	Person Responsible	Date Due
1	Assess the financial stability of each program on a fiscal quarterly basis.	Christine Benitez	June 30, 2012
2	Use Optimization tools to assess each program to determine its “lifecycle stage” (I through IV), cost/benefit ratio, and relationship to the Agency Mission.	*Division Directors	June 30, 2012
3	Develop and review lifecycle staging assignment recommendations.	*Division Directors, *Executive Team	June 30, 2012
4	Identify and evaluate Stage IV Programs (programs in decline); determine improvement strategy.	*Division Directors, *Executive Team	Quarterly
5	Determine optimum portfolio “balance” from mix of Stage I through Stage IV programs (blend of mission driven, revenue producing and revenue neutral programs).	*Division Directors, *Executive Team	June 30, 2012
6	Communicate portfolio balance decisions to Leadership and Board of Directors.	*Executive Team	June 30, 2012
7	Monitor Stage IV Program improvement strategies for continuing viability and impact on the Agency; continue monitoring balance.	*Division Directors, *Executive Team	June 30, 2012

Goal 2: Explore the Agency’s Potential to Provide Fee-Based Physical Plant Maintenance (PPM) Services to the 101 Parishes of the Diocese of Metuchen.

	Objective	Person Responsible	Date Due
1	Gauge the initial and ongoing level of need for the service to support planning via monthly with Diocesan partners.	J. Patrick Byrne	June 30, 2012
2	Assess additional personnel and business-related costs borne by expansion (if needed).	J. Patrick Byrne	June 30, 2012
3	Review and analyze program.	*Executive Team	June 30, 2012
4	Monitor marketing strategy and activities.	J. Patrick Byrne	June 30, 2012

Goal 3: Assess the Information Technology Network to improve performance.

	Objective	Person Responsible	Date Due
1	Develop a scope of work identifying areas to be assessed by an outside agency.	J. Patrick Byrne, Joseph Sima	June 30, 2012
2	Develop an agreement between CC, DOM and an outside independent company to complete the assessment of the network.	J. Patrick Byrne	June 30, 2012
3	Analyze the results of the assessment and develop with the assistance of the company the priority of the recommended solutions.	J. Patrick Byrne, Joseph Sima	June 30, 2012
4	Address the recommendations within the report.	J. Patrick Byrne, Joseph Sima	June 30, 2012

Goal 4: Improve executive level reporting to support Agency decision-making, planning and continuous improvement.

	Objective	Person Responsible	Date Due
1	Review existing reports and examine needs to develop a menu of potential items to include in the report.	J. Patrick Byrne, Gerald Gioglio, Nora Dixon	June 30, 2012
2	Draft a report presentation template.	J. Patrick Byrne, Gerald Gioglio , Nora Dixon	June 30, 2012
3	Obtain Executive approval of the template, report indicators, and reporting schedule.	J. Patrick Byrne, Gerald Gioglio, Nora Dixon	June 30, 2012
4	Build mechanisms to collect data and display the indicators.	J. Patrick Byrne, Gerald Gioglio, Nora Dixon	June 30, 2012
5	Test, modify and finalize the report.	J. Patrick Byrne, Gerald Gioglio, Nora Dixon	June 30, 2012

Goal 5: Develop and implement both internal and external diversity initiatives.

Objective	Person Responsible	Date Due
1 Modify the Cultural Diversity Training portion of New Employee Orientation – Agency Overview to make it more applicable to the workplace and meaningful to new hires and interns.	Bruce O'Donnell	June 30, 2012
2 Develop and implement an on-line Cultural Sensitivity and Diversity training for all employees.	Bruce O'Donnell	June 30, 2012
3 Partner with external vendors such as the Rutgers Institute for Families, Rutgers School of Management, The Institute for Cultural Diversity in order to develop and implement mandatory Diversity and Inclusion training for Leadership and all managers.	J. Patrick Byrne, Bruce O'Donnell	June 30, 2012
4 Develop and implement anti Harassment Training for supervisors and employees.	Bruce O'Donnell, Douglas J. Susan, Esq.	June 30, 2012
5 Development and implement recruitment and outreach programs to identify and encourage minority candidates to apply for job openings.	J. Patrick Byrne, Bruce O'Donnell	June 30, 2012
6 Develop and implement recruitment and outreach programs to identify and encourage minority candidates to sit on the Board of Directors.	Marianne Majewski, Bruce O'Donnell	June 30, 2012

***Name Key:**

Division Directors

Marci Booth
 Lysa Fritz
 Wesley Moore
 Sharon Oshatz
 Ernie Revoir
 Elena Boyle
 Krista Glynn

Executive Team

Marianne Majewski
 Julio Coto
 Joan Lorah
 Christine Benitez
 J. Patrick Byrne
 Douglas J. Susan, Esq.