



Organizational Leadership Design

St. John the Baptist Catholic School

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Project Summary

St. John's is a suburban Catholic parish school as part of the Archdiocese of St. Paul/Minneapolis, MN. We are a Preschool-Grade 8 school with 800 plus student enrollment with a 60 member staff. Up to five years ago, our school was mainly Caucasian and had waiting lists in most grade levels. We now have seats available in all grade levels and are seeing a change in ethnic and socio-economic population to the school. With the change in diversity and financial needs came a need to focus on marketing and development.

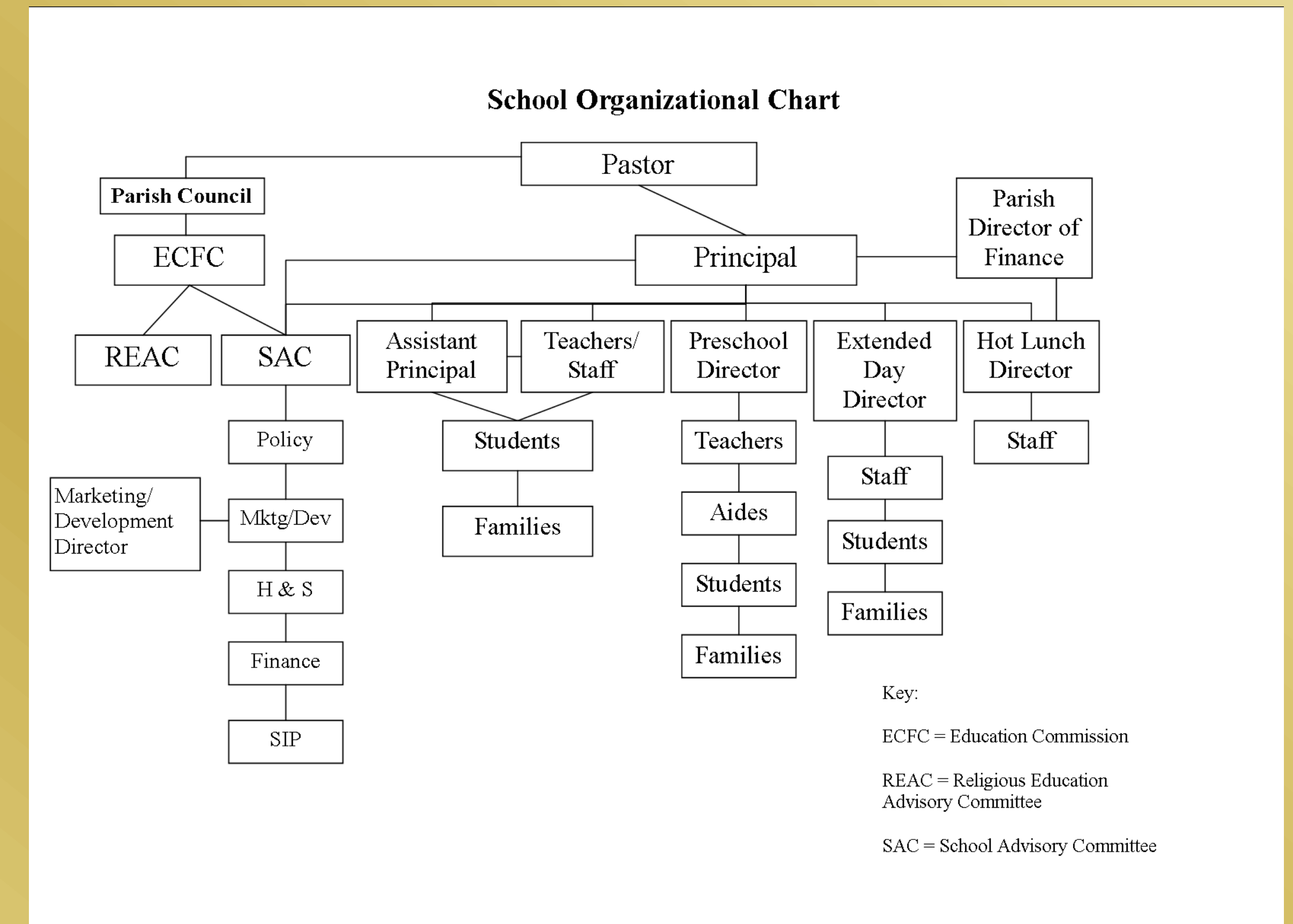
Though as a parish school with a pastor as CEO and principal as chief administrator what became apparent was the need to clearly define roles and responsibilities in our effort to move the mission of Catholic education forward in our marketing and development.

Organizational Leadership became the project focus. Goals were to create flowcharts, review job descriptions, and build collaborative leadership.

Project Results

Steps taken:

- Met with Pastor to name concern around roles and responsibilities of parish communications coordinator and newly hired school development director
- Conversations held to review communication needs of both school and parish
- Organizational charts created to clarify lines of communication
- Review of job descriptions and modifications made



What We Have Learned

- Communication is KEY! It is important that all parties know who is responsible and who will be held accountable for the work.
- One cannot assume that everyone is on the same page moving in the same direction. Therefore, having clear roles and responsibilities named and documented can only benefit the organization.
- Through this process my pastor and I grew in our understanding of each other's styles of leadership. We spent months meeting together and with others to come to a better understanding of our own roles and responsibilities and how we can collaborate seamlessly.

