**Goals for FY 2025 (2024-25)**

Name: Jane Doe Job Title / Role: **Parish Office Manager Date:**

Instructions:

1. Review **Job Description** and **Performance Evaluation**
2. List Key Responsibility Areas and FY2025 goals under each of those areas
3. Indicate specific due dates
4. Set up periodic dates to Review Progress (e.g., quarterly, or tied to a specific event or campaign)

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| **Function** | **Key Responsibility Area** as described in job description | **FY 2024 Goals** (including outcomes and timelines) | **Date Due** |
| Supervise Receptionist, Housekeeping, Custodial Staff | Lead a team of receptionists, housekeeping and custodial personnel. Responsible for the work assignments and performance management and development of staff, setting expectations and working to keep staff motivated and engaged. | 1. Have receptionists trained on Outlook calendaring function. Should be able to book meetings and rooms. 2. Create daily, weekly, monthly checklists for housekeeping and custodial personnel. Rough drafts by October 8, training and implementation by November 1. | August 18, before CCD starts.  October 6;  Nov. 1 |
| Assist in Hiring Personnel | Assist pastor with all recruitment and selection procedures, including developing the job description and maintaining the required records. | 1. Liaise with ADOM HR and obtain hiring process and checklists and customize for parish, creating lists of what needs to be done to fill a position and who does what and when. 2. Create interview questions for each position of parish (get help from HR) | Dec 1, before Jan hiring  Jan 6 for 1st open job  April 28 for all |
| ABCD Coordination | Work with pastor and Archdiocese of Miami Development Corporation liaisons to coordinate ABCD campaign communications and collections. | 1. Attend ABCD training for 2025 Campaign 2. Follow and implement ADOM Development Corp’s. goals and instrux for parish per ABCD leadership manual and trainings 3. Review and reconcile weekly ABCD reports 4. Manage ABCD communication during campaign: bulletin inserts, Web site updates, prayer of the faithful, others we provide | Dec.?, TBD  Weekly from Jan to March 2025 |
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| **Date of Meeting** | **Comments on Progress** | **Employee Signature** | **Mgr Signature** |
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Employee Comments / Requests for Tools / Support needed to meet goals:

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Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_