



July 29, 2019

The Wisconsin Religious Collaborative (WRC) is seeking volunteers to participate in Advisory Committees that will provide guidance and expertise in developing several new programs to support member institutes and, ultimately, the entire region.

The Advisory Committees will work directly with WRC Executive Director Lyn Korte by participating in meetings via conference calls and reviewing materials relevant to the development of a specific program. Committee members will be expected to contribute expertise, advise on direction, assist in identifying additional resources, and facilitate connections.

The time commitment should not exceed an average of four hours per month; however, monthly fluctuations may occur due to the timing and demand of development.

The Advisory Committees are listed in the following pages. Please submit volunteers or recommendations for these committees to Lyn at [Lyn@WRCollaborative.org](mailto:Lyn@WRCollaborative.org) by August 16, 2019.

If you would like any additional information, you can reach Lyn at the email above or call 262-599-0814.

Thank you for your assistance in kick-starting our development process!

## **Program: Staffing and Management Program Advisory Committee**

Collection of staffing and management models, processes, and procedures, along with a portal for available resources and requests.

### ***Features:***

- Easily downloadable models, guides, and templates
- Centralized, quick access to additional resources
- Identification of endorsed practices, procedures, and policies
- Matchmaking opportunities for communities with need and those with resources or solutions available

### ***Benefits:***

- Simplify transition of roles and tasks from sisters to lay staff
- Ensure best practices in place for optimum performance and efficiency
- Start to develop some consistency across institutes to aid in benchmarking/ assessments and facilitate potential future partnerships

### **This Advisory Committee also will address:**

- Administrative Resource Library
  - Collection of tools and templates available at [WRCollaborative.org](http://WRCollaborative.org), such as role descriptions, financial statements, policies, procedures, standards, best practices, links to other resource libraries.
- Pastoral Care Program
  - Employees to be shared across institutes in need of pastoral care, including companionship, assistance through transitions, counseling, and care.
- Assessment Package
  - Self-audit kit for institutes to evaluate current status, trends, and future direction, along with tools and resources for improvement or evolution
- Fleet Collective
  - Partnership with designated agency(ies) with negotiated rates based on a collective of institutes.

**Expected time commitment:** 4 hours per month, August 2019-August 2020

**Expertise desired:** Human Resources, Organizational Development, Finance, Management