

Presbyterian Church of Ghana
Implementation of 10-Year Strategic Plan

Guidelines for
Appointment of Implementation Coordinators (IC) and
Formation of Strategic Plan Facilitation Teams (SPFT)

1 Introduction

The General Assembly in August 2019 adopted a 10-year strategic plan for the Church with the theme: Agenda for Church growth. The implementation of the plan starts from January 2020.

The implementation plan for the strategic plan requires that each Court appoints an Implementation Coordinator and form a Strategic Plan Facilitation Team (SPFT) to assist the Accountable Officer (AO) of the Court in the implementation of the strategic plan.

These guidelines are prepared to support the Courts to facilitate these.

2 Schedule of Pre-Implementation Activities

The implementation of the strategic plan will start on 1st January 2020. To be able to do this several Pre-Implementation activities have already commenced. The schedule of pre-implementation activities adopted by the GAC Standing Committee is shown in Table 1 below.

These activities will continue and be completed by December 2020 as part of the 1st year implementation activities for the strategic plan.

Table 1: Schedule of Pre-Implementation Activities

Item	Action	By	Deadline
1.	Publish the Strategic Plan and make it freely available	Clerk of GA	Nov-2019
2.	Appoint Lead Facilitator	Clerk of GA	Feb-2020
3.	Appoint Implementation Coordinators (ICs)	GA & Presbyteries	Jan-2020
4.	Inaugurate Strategic Plan Facilitating Teams (SPFT)	GA & Presbyteries	Jan-2020
5.	Design Dissemination Material	Clerk of GA	Nov-2019
6.	Undertake Dissemination Workshops for GAO	GAO SPFT	Nov-2019

Item	Action	By	Deadline
7.	Undertake Dissemination Workshops for Presbyteries	GAO SPFT	Dec-2019
8.	Design Operational Systems	Clerk of GA	Apr-2020
9.	Setup Operational Infrastructure	Clerk of GA	Apr-2020
10.	Undertake Training of Trainers for Presbytery SPFT	Clerk of GA	May-2020
11.	Undertake Training of District and Congregational SPFT	Clerk of Presbytery	Jun-2020
12.	Congregations Submit TYRP 1 and 2021 AQT	Agent-in-Charge	Sep-2020
13.	Districts Submit TYRP 1 and 2021 AQT	District Minister	Oct-2020
14.	Presbyteries Submit TYRP 1 and 2021 AQT	Presbytery Chairperson	Nov-2020
15.	GA TYRP 1 and 2021 AQT is submitted to GAC	Clerk of GA	Dec-2020

3 The Implementation Coordinator (IC)

3.1 General

From our previous experience, we have always fallen short when it comes to planning, implementation, monitoring and evaluation of strategic plans. It has therefore become necessary to intentional provide for the implementation of this strategic plan.

The implementation plan has designated Accountable Officers for each Court. These are Principal Officers of the Court who have both spiritual and administrative oversight for the Court. It is also understood that they may not always have the competencies and/or time to undertake all the functions required in ensuring that the strategic plan is implemented.

To overcome this challenge, it is required that each Courts appoints an Implementation Coordinator (IC) to provide technical assistance to the AO.

Implementation Coordinator (IC), appointed as a full time or part time officer of the Court must have the required technical competence to perform the intended role.

3.2 Responsibility of the IC

The responsibility of the IC will include:

- i. Lead in the training of Council members, Session members, Committee member, Executives of groups and lower Courts to understand the strategic plan and its implementation structures;
- ii. Collate the three-year rolling plans from each Committee or Department, evaluate and make recommendations for the attention of AO in a report;
- iii. Collate annual quarterly plans from each Committee or Department, evaluate and make recommendations for the AO in a report;
- iv. Provide implementation support to the Committees and Departments, where required, to implement approved programs;
- v. Collate quarterly reports from each Committee or Department, evaluate and make recommendations for the AO in a report;
- vi. Collate annual reports, including a PI report, from each Committee or Department, evaluate and make recommendations to the AO in a report; and
- vii. Assist the MEO to monitor and evaluate submissions from the AO for the lower Courts.

3.3 Qualification of the IC

The IC must preferably be a graduate (a minimum of HND) with considerable experience in organizational management and comfortable in the use of analytical and communication tools for planning, monitoring and evaluation. The qualification is of paramount importance at the GAO and the Presbytery. It is less so at the District and Congregational levels.

The IC must have adult training skill and experience and must possess the necessary clout to organize and motivate people to get things done properly and punctually, with the capability of promoting change.

3.4 Appointment of the IC

It is envisaged that all the Courts will appoint ICs before the end of the year. The Accountable Officer (AO) for the Court will be responsible for the appointment with Consent of the Court.

The schedule of appointment and deadlines for the appointment is provided in Table 2 below.

Table 2: Appointing Authority and Deadlines for ICs

Court	Appointed By	With Consent of	Deadline
General Assembly	Clerk	Standing Committee	04-Dec-19
Presbytery	Chairperson	Standing Committee	31-Jan-20
District	District Minister	Standing Committee	14-Feb-20
Congregation	Agent-in-Charge	Session	28-Feb-20

3.5 Remuneration

This will purely depend on the Court, the condition of appointment and the resources of the Court. The general guidelines are provided in Table 3.

Table 3: General Guidelines for Appointment of ICs

Court	General Guide
General Assembly	This must be someone who works full time in the GAO and will report directly to the Clerk as far as the strategic plan is concerned. The IC may perform the role as a full-time job or as part of his/her job brief.
Presbytery	This must be someone who works full time in the Presbytery Office or appointed on part-time basis. He/She will report directly to the Chairperson or the Clerk, as far as the strategic plan is concerned. Where appointed on part-time basis then the Presbytery must agree on a reasonable remuneration for the services, with clearly defined responsibilities and outputs.
District	Resourceful Districts must be able to appoint an IC on full-time or part-time basis with an adequate remuneration. He/she will report directly to the DM. Otherwise the District could depend volunteers who may work without the expectation of any remuneration or for a token allowance.
Congregation	Resourceful Congregations must be able to appoint an IC on full-time or part-time basis with an adequate remuneration. He/she will report directly to the AIC. Otherwise the Congregation could depend on volunteers who may work without the expectation of any remuneration or for a token allowance.

4 The Strategic Plan Facilitation Team (SPFT)

A Strategic Plan Facilitation Team (SPFT) must be set up by each Court as an ad-hoc committee for the first three years to facilitate the setting up of systems, dissemination and training for the strategic plan. The SPFT must report directly to the AO at each Court.

Membership may vary from place to place but must a minimum of five members and must be a team of persons with knowledge and influence. The SPFT is preferably chaired by the Accountable Officer, and may include the Lay Representative/Senior Presbyter, Clerk and Implementation Coordinator (IC) for the Court and any other persons as determined by the Court. The Lead Facilitator will provide technical assistance to the SPFT at the GA level.

The suggested composition of the SPFT for each Court and the deadline for inauguration are provided in Table 3 below.

Table 4: Suggest Composition of SPFT and Inauguration Deadlines

Court	Suggested Composition	Inauguration Deadline
General Assembly	Clerk, Director of AHRM, IC, Five Members and Lead Facilitator	04-Dec-19
Presbytery	Chairperson, Clerk, Lay Rep, IC and Directors	31-Jan-20
District	District Minister, Lay Rep, Clerk, IC, Treasurer, a Member	14-Feb-20
Congregation	Agent-in-Charge, Senior Presbyter, Clerk, IC, a Member	28-Feb-20