



**MERIDIAN INTERFAITH CONSULTING, LLC**  
**PRELIMINARY DOCUMENTATION**  
**WWW.MERIDIANINTERFAITH.ORG**

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## **PURPOSE & SCOPE FOR CONSULTATION**

### **LOGISTICS**

Who will be facilitating contact with us to complete consultation?

What department is this consultation being conducted on behalf of?

What is the timeline for this project?

### **ORIENTING YOUR ASSESSMENT**

Briefly describe the overarching goal of initiating consultation.

Briefly describe the scope of your consultation needs.

Where do you hope to see change by conducting consultation?

## **IDENTIFYING ROADBLOCKS**

What roadblocks do you foresee about implementing changes based on consultation?

What roadblocks does your department foresee about implementing changes based on consultation?

What roadblocks do your colleagues foresee about implementing changes based on consultation?

## **DOCUMENTATION OF INITIAL PROBLEM**

Was there an initial problem raised relating to the interfaith needs of employees? What was the concern/problem?

Who raised concern about the problem?

At what point was the initial concern first brought to your attention?

What is this person's role in relation to the problem?

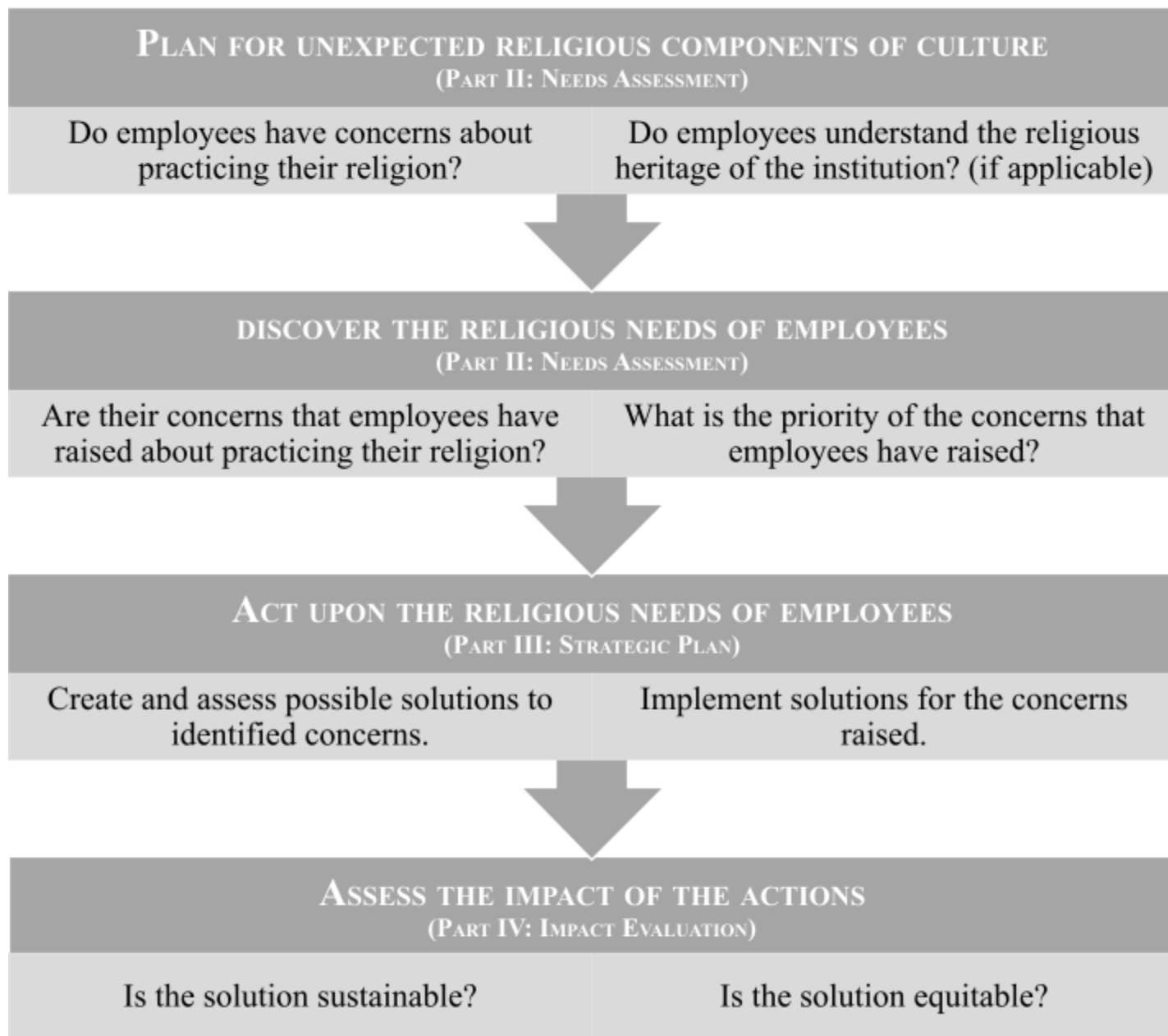
Who has this concern been discussed with so far?

Who has shown initial support in solving the problem?

Who has shown initial opposition in regards to solving the problem?

Are there any organizational policies that prevent a solution from being implemented?

## OUTLINE FOR CONSULTATION



### TEXTUAL OUTLINE OF GUIDE

- I. Create a mission statement for creating a religiously inclusive department and creating an educational environment for interfaith engagement.
- II. Celebrate the strengths that your campus already has in relation to employees and interfaith engagement.
- III. Plan goals for the quarter, year, and long-term.
- IV. Complete a need analysis for the highest priority and/or easiest attainable religious concern that is raised by employees in order to fully equip your institution with sustainably inclusive religious life practices.
- V. Act upon raised concerns or positive visions that have been mentioned.
- VI. Assess solutions and evaluate the impact of solutions to religious needs.
- VII. Create an accountability assessment on how the results of the solutions will be reported and to whom they will be reported.
- VIII. Present summative reports to faculty and staff assemblies (stakeholders) in order to show progress and impact of solutions, especially if funding was provided from these assemblies

## TIMELINE FOR CONSULTATION

Phase 1  
Meeting

- Preliminary Documentation
- Date:

Phase 2  
Meeting

- Needs Assessment
- Date:

Phase 3  
Meeting

- Strategic Plan
- Date:

Phase 4  
Meeting

- Impact Evaluation
- Date:

Phase 5  
Meeting

- Conclusion
- Date: