

# Clergy Self Evaluation II 2010

## Directions for use

Dear Brother Priests,

The Clergy Self-Evaluation Document is intended to be a tool to assist in the performance of our ministry in the Diocese of San Jose. Below are guidelines for the use of the document.

1. Confidentiality: This document is confidential and is intended solely for the use by the priest in assessing his ministry. The final page of document (p. 13) is to be turned into the Vicar of Clergy no other part of the document is to be turned in to Vicar. The body of the document is to be used by the priest in reviewing his ministry. The priest should use this document as a basis for discussing his ministry with others and in completing the final page.

2. Reviewer/Confidant: The priest may choose to discuss this document with another person. This person may be another priest, such as a Spiritual Director, a Mentor, a Supervisor, Pastor or colleague. The person need not be a priest, such as a member of the parish staff, religious community or another person whose opinion and guidance the priest respects. If the priest chooses to discuss the document with another person, then that person's name should be noted on the final page of the evaluation form.

3. The final page: The final page of the document is to be turned into the Office of Vicar of Clergy on or before the specified date. Each priest must sign the final page before turning it in and if he has reviewed the document with anyone that person's name should also be noted on the document. There are three places for setting goals for the coming year in ministry. The document should be used to help assess areas where the priest would like to strengthen his ministry. Each goal should include an outline of steps and a plan to reach these goals.

4. Review and revision of the document: As you complete this document, we would ask that you help us to make this evaluation tool stronger. We will solicit feedback from all priests who use this document. Please note questions and areas that were helpful or unhelpful, questions and areas that need improvement, questions and areas that were absent from the document or you feel should be removed from the document.

This instrument is intended to provide a framework for the review of the strengths and areas of growth for the evaluated priest. This is not confidential document and will be used as an evaluation tool and as a basis of discussion with your reviewer/confidant. This document will be kept on file in the priest's assignment. A copy of the summary of the document and response will be kept on file by the Vicar for Clergy.

### Please enter the following information.

Name of Priest

## Section A

**INSTRUCTIONS:** Read the statements on the self-review inventory and circle the appropriate number that best describes where you think you are relative to the particular skill. Leave the item blank if it does not apply or if you are uncertain.

5 - This statement is always or almost always true of me.

4 - This statement is often true of me.

3 - This statement is sometimes true of me.

2 - This statement is seldom true of me.

1 - This statement is never or almost never true of me.

NA- This statement does not apply to my current ministry.

# Clergy Self Evaluation II 2010

## In my role as Homilist or Preacher

	1	2	3	4	5	N/A
My homilies are rooted in Scripture and faithful to church teaching in doctrine and morals.	jn	jn	jn	jn	jn	jn
I invite listeners to reflect on the significant issues of Church teaching; i.e. social justice, life issues etc...	jn	jn	jn	jn	jn	jn
I relate scripture readings and church teachings to listeners' everyday life.	jn	jn	jn	jn	jn	jn
I spend sufficient time and study in preparing my homilies.	jn	jn	jn	jn	jn	jn
I use understandable language and speak clearly and loudly enough.	jn	jn	jn	jn	jn	jn

### A summary of what I think about my role as homilist or preacher:

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## In my role as Teacher and Catechist

	1	2	3	4	5	N/A
I take an active role in the catechetical/religious education of adults, teens, and children of the parish.	jn	jn	jn	jn	jn	jn
(For pastor) I ensure fidelity and quality in the catechetical/religious education.	jn	jn	jn	jn	jn	jn
I influence quality sacramental preparation for children, teens and adults	jn	jn	jn	jn	jn	jn
I present church teachings in a way that listeners can understand.	jn	jn	jn	jn	jn	jn
I demonstrate a faithful, pastoral and current understanding of church doctrines, moral teaching, and church history.	jn	jn	jn	jn	jn	jn
I participate in continuing education opportunities such as workshops, seminars, courses and professional reading.	jn	jn	jn	jn	jn	jn

### My reflections on how I see myself as teacher or catechist:

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## Section B

# Clergy Self Evaluation II 2010

**INSTRUCTIONS:** Please select the number, which in your judgment best reflects the priest's skills. Then summarize the discussion regarding the priest's strengths and areas of growth.

- 5. This statement is always or almost always true of him.
- 4. This statement is often true of him.
- 3. This statement is sometimes true of him.
- 2. This statement is seldom true of him.
- 1. This statement is never or almost never true of him.
- NA: This statement does not apply to his current ministry.

## In My Role as Leader of Worship

	1	2	3	4	5	N/A
I am prayerful and reverent in the celebration of the Mass	jn	jn	jn	jn	jn	jn
I celebrate the other Sacraments, (Baptisms, Weddings, First Eucharist) with sensitivity and reverence in accordance with the occasion	jn	jn	jn	jn	jn	jn
I am able to preside prayerfully at liturgical celebrations in a second language (if applicable)	jn	jn	jn	jn	jn	jn
I encourage and am open the role of deacons and lay liturgical ministers/leaders in the celebration of the Sacraments	jn	jn	jn	jn	jn	jn
I work in collaboration with liturgical ministers and others and give appropriate guidance in planning liturgies	jn	jn	jn	jn	jn	jn
I am creative and use appropriate options in planning and celebrating liturgies	jn	jn	jn	jn	jn	jn
I am present to the needs of the sick, the dying and/or those who are in crisis or in grief.	jn	jn	jn	jn	jn	jn
I am aware of and make effort to respond to the needs of the elderly.	jn	jn	jn	jn	jn	jn
I am comfortable in celebrating the Rite of Penance	jn	jn	jn	jn	jn	jn

## My reflections on how I see myself as a Leader of Worship

## Section C

**INSTRUCTIONS:** Please select the number, which in your judgment best reflects the priest's skills. Then summarize the discussion regarding the priest's strengths and areas of growth.

- 5. This statement is always or almost always true of him.
- 4. This statement is often true of him.
- 3. This statement is sometimes true of him.
- 2. This statement is seldom true of him.
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# Clergy Self Evaluation II 2010

## In serving the spiritual and human needs of the parish,

	1	2	3	4	5	N/A
I show care for the poor of the parish.	jn	jn	jn	jn	jn	jn
I offer helpful pastoral counseling and spiritual direction.	jn	jn	jn	jn	jn	jn
I actively reach out to inactive Catholics and persons who do not belong to a church.	jn	jn	jn	jn	jn	jn
I support vowed religious communities located within my parish.	jn	jn	jn	jn	jn	jn
I assist extra-parochial groups (e.g. Knights of Columbus, Marriage Encounter.)	jn	jn	jn	jn	jn	jn
I promote vocations to the priesthood.	jn	jn	jn	jn	jn	jn
I promote vocations to the permanent diaconate.	jn	jn	jn	jn	jn	jn
I promote vocations to the religious life.	jn	jn	jn	jn	jn	jn
I respect and respond to the needs of people of different racial, cultural, ethnic, and language backgrounds.	jn	jn	jn	jn	jn	jn
I support and participate in ministry to Youth and Young Adults in my parish.	jn	jn	jn	jn	jn	jn
I provide for ministry for persons with special needs (e.g. the aged, persons with disabilities.)	jn	jn	jn	jn	jn	jn

## My reflections on how I see myself as builder of community in meeting the physical and spiritual needs of the community:

# Clergy Self Evaluation II 2010

## In my pastoral style

	1	2	3	4	5	N/A
I lead the faithful in developing a Gospel-based vision/mission and goals for the parish	jñ	jñ	jñ	jñ	jñ	jñ
I lead the parish to integrate its vision and goals with that of the Diocese of San Jose (especially with the diocesan Pastoral Plan) and with the work of the deanery	jñ	jñ	jñ	jñ	jñ	jñ
I acknowledge and respect the role of women in the Church.	jñ	jñ	jñ	jñ	jñ	jñ
I ensure the quality of programs and projects through regular evaluation and revision	jñ	jñ	jñ	jñ	jñ	jñ
I invite the collaboration of the laity in carrying out the ministry of the parish and respect their input.	jñ	jñ	jñ	jñ	jñ	jñ
I know when to offer direct leadership and when to delegate leadership to others.	jñ	jñ	jñ	jñ	jñ	jñ
I handle opposition, conflict, and dissent with understanding, honesty, and a spirit of reconciliation.	jñ	jñ	jñ	jñ	jñ	jñ
I seek advice and counsel from others.	jñ	jñ	jñ	jñ	jñ	jñ
I effectively complete tasks with sensitivity to people's feelings.	jñ	jñ	jñ	jñ	jñ	jñ
I listen and respond to people in a skillful and sensitive manner.	jñ	jñ	jñ	jñ	jñ	jñ
I speak clearly and directly.	jñ	jñ	jñ	jñ	jñ	jñ
I write clearly and concisely (e.g. parish bulletins, letters.)	jñ	jñ	jñ	jñ	jñ	jñ
I am available to parishioners (e.g. respond to voicemails, emails, provide ample time in my weekly schedule for appointments, attend parish functions.)	jñ	jñ	jñ	jñ	jñ	jñ
I am dependable and prompt for scheduled appointments, meetings, and liturgies.	jñ	jñ	jñ	jñ	jñ	jñ
I take appropriate self-care by taking my annual vacation and retreat.	jñ	jñ	jñ	jñ	jñ	jñ

## My reflections on how I see my pastoral style and myself in working in the community:

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# Clergy Self Evaluation II 2010

## In working with personnel and advisory groups

	1	2	3	4	5	N/A
I encourage the faithful to discern and offer their gifts and talents in ministry within the parish and the diocese.	jñ	jñ	jñ	jñ	jñ	jñ
I ensure that volunteers and staff are trained for and supervised in their ministries	jñ	jñ	jñ	jñ	jñ	jñ
I ensure that volunteers and staff meet the requirements for the diocesan protection of children program.	jñ	jñ	jñ	jñ	jñ	jñ
I promote parishioners' involvement in the ILM, Master Catechist program, and Basic Ministry Formation.	jñ	jñ	jñ	jñ	jñ	jñ
I am involved with the parish school.	jñ	jñ	jñ	jñ	jñ	jñ
I foster effective staff interaction and coordination of staff responsibilities.	jñ	jñ	jñ	jñ	jñ	jñ
I effectively collaborate with the other priests of the parish.	jñ	jñ	jñ	jñ	jñ	jñ
(For pastors) I oversee the selection, hiring, supervision, and training of staff personnel in accordance with applicable laws and diocesan policies.	jñ	jñ	jñ	jñ	jñ	jñ
(For pastors) I have established and support the work of the parish pastoral council and finance council according to universal and diocesan canon law.	jñ	jñ	jñ	jñ	jñ	jñ
(For pastors) I lead and mentor the parochial vicars of the parish.	jñ	jñ	jñ	jñ	jñ	jñ

### My reflections on how I see myself working with personnel and advisory groups:

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## In my role as a religious leader within the larger community,

	1	2	3	4	5	N/A
I am appropriately involved in civic and community projects (e.g. local assistance drives, community-organizing ventures) either personally or by supporting parishioner participation.	jñ	jñ	jñ	jñ	jñ	jñ
I call my parish to be responsive to the needs of the larger civic and world community.	jñ	jñ	jñ	jñ	jñ	jñ
I am appropriately involved in ecumenical and interfaith projects and groups	jñ	jñ	jñ	jñ	jñ	jñ

### My reflections on how I see myself as religious leader within the wider community:

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# Clergy Self Evaluation II 2010

**INSTRUCTIONS:** Please select the number, which in your judgment best reflects the priest's skills. Then summarize the discussion regarding the priest's strengths and areas of growth.

- 5. This statement is always or almost always true of him.
- 4. This statement is often true of him.
- 3. This statement is sometimes true of him.
- 2. This statement is seldom true of him.
- 1. This statement is never or almost never true of him.
- NA: This statement does not apply to his current ministry.

## As a Steward of the Community's Resources:

	1	2	3	4	5	N/A
(For pastors) I monitor the development and administrative budget of the parish for the fiscal year with the collaboration of the finance council.	ja	ja	ja	ja	ja	ja
I promote the Gospel values of Stewardship by modeling and promoting the careful use of the community's resources.	ja	ja	ja	ja	ja	ja
I make sure that parish facilities are well maintained.	ja	ja	ja	ja	ja	ja
I comply with the parish and Diocesan personnel policies (i.e. hiring, job description, review of performance, termination, benefits etc.).	ja	ja	ja	ja	ja	ja
I organize or assist in organizing the ADA Team in the parish and coordinate with the Diocese and make the appeal to the people.	ja	ja	ja	ja	ja	ja

## My reflections on how I see myself as a steward of resources:

## Section E

**INSTRUCTIONS:** Please select the number, which in your judgment best reflects the priest's skills. Then summarize the discussion regarding the priest's strengths and areas of growth.

- 5. This statement is always or almost always true of him.
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- 3. This statement is sometimes true of him.
- 2. This statement is seldom true of him.
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## With regard to Professional and Personal Qualities necessary for effective ministry:

	1	2	3	4	5	N/A
I nourish my spiritual life by spending time in prayer and reflection, reading the scriptures and spiritual books etc.	jn	jn	jn	jn	jn	jn
I demonstrate maturity through appropriate social and relational skills.	jn	jn	jn	jn	jn	jn
I keep appropriate boundaries of confidentiality with Staff and parishioners regarding relationships and personal needs.	jn	jn	jn	jn	jn	jn
I learn about and prepare meet the needs of the people of the parish community (e.g. language, culture, etc.).	jn	jn	jn	jn	jn	jn
I accept limitations and set realistic goals for myself and for others.	jn	jn	jn	jn	jn	jn
I follow through on projects that are in my area of responsibilities.	jn	jn	jn	jn	jn	jn
I do my own share in the pastoral work of the parish.	jn	jn	jn	jn	jn	jn
I have a healthy sense of humor	jn	jn	jn	jn	jn	jn
I take care of myself (health, diet, exercise, sufficient time off).	jn	jn	jn	jn	jn	jn
I witness the Gospel message by my lifestyle.	jn	jn	jn	jn	jn	jn

## My reflections on how I understand my professional and personal qualities:

## Section F

# Clergy Self Evaluation II 2010

**If I had to name any factors that negatively influenced the performance of my ministry, they would be:**

- Inadequacy in preparation
- Frequent illness
- Factors related to age
- Insomnia or hypersomnia
- Anxiety
- Alcohol or drug dependencies
- Addictive behavior
- Loneliness
- Lack of energy and enthusiasm
- Lack of spiritual direction
- Excessive family responsibilities
- Excessive expectations of superiors
- Excessive expectations of parish/colleagues
- Heavy administrative responsibilities
- Low self image
- Lack of institutional support

Other (please specify)

**Reflection:**

# Clergy Self Evaluation II 2010

## Completion Page for Self-Evaluation

After reflection on this completed self-evaluation, I have determined three specific goals, steps need to achieve the stated goal and any resources that may be required.

### Goal #1

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### Goal #2

	5
	6

### Goal #3

	5
	6

**Please check appropriate space, sign and return to the Vicar of Clergy.**

- I have completed the self-review
- I have completed the self-review and discussed it with a confidant, pastor or other person
- I have completed the self-review after soliciting formal feedback and review with pastor, dean or other person

### Signatures

***Please print the survey by clicking "next" at the bottom of the page, then sign and return to the Vicar for Clergy Office.***

Signature of Priest	<input type="text"/>
Signature of Reviewer	<input type="text"/>