

# Clergy Evaluation 2010

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	<input type="text"/>
Name of Evaluator	<input type="text"/>
Date of Evaluation	<input type="text"/>

## Section A

**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 his role as homilist and preacher of the Word of God Father...

	1	2	3	4	5	N/A
gives homilies which are rooted in Scripture and faithful to church teachings in doctrine and morals.	jn	jn	jn	jn	jn	jn
invites listeners to reflect on the significant issues of church teachings; i.e. social justice, life issues, etc...	jn	jn	jn	jn	jn	jn
relates scripture readings and church teachings to listeners' everyday life.	jn	jn	jn	jn	jn	jn
uses understandable language and speaks clearly and loudly enough.	jn	jn	jn	jn	jn	jn

### A summary of the discussion concerning the priest's role as homilist or preacher:

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## In his role as Teacher and Catechist, Father...

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

## A summary of the discussion concerning the priest's role as teacher or catechist:

## Section B

**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.
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- 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 His role as Leader of Worship Father...

	1	2	3	4	5	N/A
is prayerful and reverent in the celebration of the Mass	jn	jn	jn	jn	jn	jn
celebrates the other sacraments, (Baptisms, Weddings, First Eucharist) with sensitivity and reverence in accordance with the occasion.	jn	jn	jn	jn	jn	jn
is able to preside prayerfully at liturgical celebrations in a second language (if applicable.)	jn	jn	jn	jn	jn	jn
encourages and is open the role of deacons and lay liturgical ministers/leaders in the celebration of the sacraments.	jn	jn	jn	jn	jn	jn
works in collaboration with liturgical ministers and others and gives appropriate guidance in planning liturgies.	jn	jn	jn	jn	jn	jn
is creative and uses appropriate options in planning and celebrating liturgies.	jn	jn	jn	jn	jn	jn
is 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
is aware of and makes effort to respond to the needs of the elderly.	jn	jn	jn	jn	jn	jn

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**A summary of the discussion concerning the priest's role as a leader of worship:**

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## 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.

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- 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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- NA: This statement does not apply to his current ministry.

### In his role of serving the spiritual and human needs of the parish, Father

	1	2	3	4	5	N/A
shows care for the poor of the parish.	jñ	jñ	jñ	jñ	jñ	jñ
offers helpful pastoral counseling and spiritual direction.	jñ	jñ	jñ	jñ	jñ	jñ
actively reaches out to inactive Catholics and persons who do not belong to a church.	jñ	jñ	jñ	jñ	jñ	jñ
supports vowed religious communities located within my parish.	jñ	jñ	jñ	jñ	jñ	jñ
assists extra-parochial groups (e.g. Knights of Columbus, Marriage Encounter.)	jñ	jñ	jñ	jñ	jñ	jñ
promotes vocations to the priesthood, permanent diaconate and consecrated life.	jñ	jñ	jñ	jñ	jñ	jñ
respects and responds to the needs of people of different racial, cultural, ethnic, and language backgrounds.	jñ	jñ	jñ	jñ	jñ	jñ
supports and participates in ministry to youth and young adults in my parish.	jñ	jñ	jñ	jñ	jñ	jñ
provides ministry for persons with special needs (e.g. the aged, persons with disabilities.)	jñ	jñ	jñ	jñ	jñ	jñ

**A summary of the discussion concerning the priest's role as builder of community in meeting the physical and spiritual needs of the community:**

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## In his role as pastoral leader, Father

	1	2	3	4	5	N/A
leads the faithful in developing a Gospel-based vision/mission and goals for the parish.	jn	jn	jn	jn	jn	jn
leads 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.	jn	jn	jn	jn	jn	jn
acknowledges and respects the role of women in the Church.	jn	jn	jn	jn	jn	jn
ensures the quality of programs and projects through regular evaluation and revision.	jn	jn	jn	jn	jn	jn
invites the collaboration of the laity in carrying out the ministry of the parish and respects their input.	jn	jn	jn	jn	jn	jn
knows when to offer direct leadership and when to delegate leadership to others.	jn	jn	jn	jn	jn	jn
handles opposition, conflict, and dissent with understanding, honesty, and a spirit of reconciliation.	jn	jn	jn	jn	jn	jn
seeks advice and counsel from others.	jn	jn	jn	jn	jn	jn
effectively completes tasks with sensitivity to people's feelings.	jn	jn	jn	jn	jn	jn
listens and responds to people in a skillful and sensitive manner.	jn	jn	jn	jn	jn	jn
speaks clearly and directly.	jn	jn	jn	jn	jn	jn
writes clearly and concisely (e.g. parish bulletins, letters.)	jn	jn	jn	jn	jn	jn
is available to parishioners (e.g. responds to voicemails, emails, provides ample time in his weekly schedule for appointments, attends parish functions).	jn	jn	jn	jn	jn	jn
is dependable and prompt for scheduled appointments, meetings, and liturgies.	jn	jn	jn	jn	jn	jn
takes appropriate self-care by taking his annual vacation and retreat and days off throughout the year.	jn	jn	jn	jn	jn	jn

## A summary of the discussion concerning the priest's pastoral style in the community:

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## In his working with personnel and advisory groups, Father....

	1	2	3	4	5	N/A
encourages the faithful to discern and offer their gifts and talents in ministry within the parish and the diocese.	jn	jn	jn	jn	jn	jn
ensures that volunteers and staff are trained and supervised in their ministries.	jn	jn	jn	jn	jn	jn
ensures that volunteers and staff meet the requirements of the diocese for the protection of children and vulnerable adults.	jn	jn	jn	jn	jn	jn
promotes parishioners' involvement in the ILM, Master Catechist program, and Basic Ministry Formation.	jn	jn	jn	jn	jn	jn
is involved with the parish school.	jn	jn	jn	jn	jn	jn
fosters effective staff interaction and coordinates staff responsibilities.	jn	jn	jn	jn	jn	jn
effectively collaborates with the other priests of the parish.	jn	jn	jn	jn	jn	jn
(For pastors) oversees the selection, hiring, supervision, and training of staff personnel in accordance with applicable laws and diocesan policies.	jn	jn	jn	jn	jn	jn
(For pastors) has established and supports the work of the parish pastoral council and finance council according to universal and diocesan canon law.	jn	jn	jn	jn	jn	jn
(For pastors) leads and mentors the parochial vicars of the parish.	jn	jn	jn	jn	jn	jn

## A summary of the discussion concerning the priest's role in working with personnel and advisory groups:

## In his role as a religious leader within the larger community, Father...

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

## A summary of the discussion concerning the priest's role as religious leader within the wider community:

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## Section D

**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.

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  4. This statement is often true of him.
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### As a Steward of the Community's Resources, Father...

	1	2	3	4	5	N/A
(For pastors) monitors the development and administrative budget of the parish for the fiscal year with the collaboration of the finance council.	jñ	jñ	jñ	jñ	jñ	jñ
promotes the Gospel values of Stewardship by modeling and promoting the careful use of the community's resources.	jñ	jñ	jñ	jñ	jñ	jñ
ensures that parish facilities are well maintained.	jñ	jñ	jñ	jñ	jñ	jñ
organizes and/or assists in organizing the ADA Team in the parish and coordinates with the Diocese and makes the appeal to the people.	jñ	jñ	jñ	jñ	jñ	jñ

### A summary of the discussion concerning the priest's role as a steward of resources:

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## Section E

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## With regard to Professional and Personal Qualities necessary for effective ministry, Father....

	1	2	3	4	5	N/A
nourishes his spiritual life by spending time in prayer and reflection, reading the scriptures and spiritual books etc.	jn	jn	jn	jn	jn	jn
demonstrates maturity through appropriate social and relational skills.	jn	jn	jn	jn	jn	jn
keeps appropriate boundaries and confidentiality with Staff and parishioners.	jn	jn	jn	jn	jn	jn
learns about and prepares himself to meet the needs of the people of the parish community (e.g. language, culture, etc.).	jn	jn	jn	jn	jn	jn
accepts his limitations and sets realistic goals for himself and for others.	jn	jn	jn	jn	jn	jn
follows through on projects that are in his area(s) of responsibilities.	jn	jn	jn	jn	jn	jn
takes care of himself (health, diet, exercise, sufficient time off).	jn	jn	jn	jn	jn	jn
witnesses the Gospel message by his lifestyle.	jn	jn	jn	jn	jn	jn

## A summary of the discussion concerning the priest's understandings of his professional and personal qualities:

## Summary

### Summary of Review

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Response of priest being reviewed:

