

MINISTRY APPRAISAL

Appraisal of a Diocesan Priest's Ministry

“ I will give you shepherds after your own heart” (Jer 3:15) begins the document so named “Pastores Dabo Vobis . It is a seminal document that has shaped so radically the forming of priests from the beginning of the seminary experience to the closing years of ministry in a man's life. It defines formation as ‘ongoing’ or evolving, so that formation rather than a noun is lived as a verb.

The chapter that explicitly outlines the ongoing formation of priests begins with words from Timothy... “ I remind you to rekindle the gift of God that is within you” (2 Tm. 1:6). This appraisal process is an invitation to a diocesan priest to invite his people to once again, help him, stir the embers of his priestly life of service into a fire. Perhaps the NIV translation serves us better as it translates..... “I remind you to fan into a flame the gift of God, which is in you through the laying on of my hands” (2 Tm 1:6)

So the gift of God is a flame of fire which we Diocesan Priests know in the vernacular as the ‘fire in our belly’ burning, whilst we daily go about the business of our lives serving the People of God.

This appraisal process is a way to check on that fire both through the feedback of trusted people and through one's own honest self- appraisal.

Such an appraisal will assist to:

- To affirm and empower the priest in his ministry through the recognition of his accomplishments.
- To assist his growth in commitment through identifying his basic approach to ministry and his priorities in ministry, in light of the diocesan vision.
- To identify areas for ongoing development of the priest's ministerial skills and plan opportunities for this development in the future.
- To identify factors that may be inhibiting the fruitful exercise of his ministry and take steps to change them.
- To strengthen the bonds of *communio* between priest, parishioners, diocese, priests and bishops.

Who is appraised and when?

The priest initiates the process. Suggested times are:

- At the end of a term of appointment
- When discerning the renewal of an appointment
- When planning a sabbatical

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- When discerning retirement and/or another form of ministry
- The appraisal is not intended for problem solving
- What follows is designed for priests in parish ministry. It would need to be adapted for priests working in other areas of ministry

Who manages the appraisal?

The priest's own self-appraisal is integral to the whole process. To assist him in this, a structure such as the following will help.

Approach the person appointed by the bishop to oversee Ongoing Formation for Priests. This is usually the Director of Ministry to Priests or the Director of Clergy Life and Ministry as found in particular dioceses. This person overall supervises the operation of the process with advice, encouragement and direction.

After consultation, the priest who has requested the appraisal process will select people for the following roles:

Skilled consultant to research and report on the context of the parish profile

Wisdom figure/spiritual director to assist the priest to write his own self-appraisal incorporating interior life directions, priorities and Gospel values.

Two facilitators- one a fellow priest, the other a lay person.

The priest facilitator will:

1. Organise the details of the appraisal with the priest and establish a time-line for it to begin.
2. Ask the priest for twelve names and email addresses of those people he recommends as people who would be able to respond to the questionnaire constructively, succinctly and with insight. Normally, these names are from the parish leadership eg. Parish staff, school principals, PPC members, those involved with the priest regularly.
3. He sends out the letters inviting these people to respond to the questionnaire. The lay facilitator will assist in contacting parishioners and to collate the responses from the parishioners. Experience has proved the importance of having the presence of a lay person who has knowledge of parish and priestly life and ministry as part of the appraisal process.

The Reviewers

These are the members of the parish and the parish staff asked to respond to the questionnaire. They are selected by the facilitators from the list of twelve or so provided by

the parish priest. They are from a cross section of parish life including members of the parish team, members of the Parish Council, leaders in key ministry area etc.

What are the areas of appraisal?

In Pastores Dabo Vobis, Pope John Paul II speaks of the aim of ongoing formation for priests as “promoting a general and integral process of constant growth” and of deepening each of the aspects of formation – human, spiritual, intellectual and pastoral.” (no.71)

We need to keep these four aspects in mind in an integrated way and recognize the primary importance that Pastores Dabo Vobis gives to the human aspect, remembering that in a Christological sense, to be human is to be holy. Pope Francis in urging priests to ‘have the smell of the sheep on them’ again emphasises this aspect when he writes “*we are not asked to be flawless, but to keep growing and wanting to grow as we advance along the path of the Gospel: our arms never grow slack.*” (par 151 *Evangelii Gaudium*)

What is the process of appraisal?

Presentation.

1. The priest contacts the Director of Ministry to Priests to discuss the appraisal and the process to be followed. Facilitators are agreed upon and appointed.
2. The facilitators meet with the priest to clarify the process involved and to set a timeline.
3. A Spiritual Director/Wisdom Figure is engaged by the priest to assist him with his Self-appraisal. This is in the form of a written response to suggested topics and questions. It does not take the form of a score sheet but that of considered response.
4. A researcher is engaged to present a profile of the parish.

Process A and B

5. The priest provides the facilitator with the names and the addresses of 12 or more people from the list of potential reviewers who he thinks will be good Appraisers.
6. He also indicates the position each one has in the life of the parish.
7. The priest then commences his Self- Appraisal in the areas of the review. This is in the form of an essay/journal. He works this through with a spiritual director of a ‘wisdom figure’ in his life.
8. Meanwhile the facilitators choose 5 – 8 people from the list of potential reviewers and contacts them by letter. A letter from the priest is included, along with a copy of the Reviewer Appraisal form and a stamped, self -addressed envelope.
9. When the Self-Appraisal essay/journal and the Reviewer Appraisal forms are returned to the facilitators they complete the Summary of Contents.
(The facilitators do not show the individual Reviewer Appraisal forms to the priest).

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A letter of thanks and acknowledgement is sent to the Reviewers.

10. Priest and facilitators together discuss this Summary, the facilitators making any necessary changes. This summary is for the priest's own files.
11. The facilitators and the priest now prepare a record of Appraisal and a Personal Pastoral Plan.
12. Process B follows the above steps but now deviates into a nuanced style. The facilitators host a 'conversation session' between the reviewers (parishioners) and the priest. This is a skilled process of deep listening, providing a deeply respectful space and ambience with the best of pastoral care for the priest with his people.

Pastoral Plan

The latter will include:

- An initial discernment of Strengths and Challenges, Issues and Opportunities.
- Goals, both short term and long term.
- Specific plans for achieving these goals, including a timeline
- Structures and strategies needed to support this. (e.g. the priest may arrange for the facilitators to review the Personal Pastoral Plan with them at regular intervals.)
- Criteria to identify success
- The priest may choose to provide a written expression describing his experience and appreciation for his participation in the appraisal process, in the public forum to his people.

Conclusion

13. The facilitator now
 - Returns the Self-Appraisal form to the priest
 - Destroys all Reviewer Appraisal forms and responses
 - Arranges a meeting with the Ministry to Priest Director, facilitators and priest which will discuss:
 - The record of Appraisal and Personal Pastoral Plan.
14. In light of all this, the priest may value a discussion with his bishop about the findings of his appraisal, in order to arrange for ongoing formation and development (e.g. Sabbatical). This is entirely optional.
15. Please note, it is not intended that this appraisal be used by a diocese or any of its agencies to determine the suitability or otherwise of a priest for an appointment to a parish, unless the priest himself specifically requests this.

THE PRIEST'S SELF- APPRAISAL

Date / /

As you reflect on your ministry, you will become aware of some things that you believe you have done very well and some things you would like to develop. This questionnaire will help you to take stock of both as you address the question: How effective am I in my ministry?

The dotted points under the heading are to assist you to reflect more deeply; they do not require itemised responses.

1. **In the liturgy**, I

- Prepare and plan the celebration of The Eucharist and other Sacraments by keeping up to date with my reading, attending in services, discussing ideas with other priests and liturgists.
- Prepare liturgies in collaboration with a liturgy team/RE Co-ordinator
- Think ahead and have plans for seasons of the liturgical year
- Encourage a worshipful atmosphere/ provide works of art and beauty
- Preside for the people with a sense of ease, joyfulness, reverence, dignity and sensitivity
- Encourage the participation of the people
- Ensure that the Sacraments are available and that people have a sound attitude to their place in their lives.

Some strong points of my liturgies are:

Areas I would like to strengthen are:

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Giving Homilies

- Devote preparation time to homilies/ reading/ writing/prayer/meditation.
- Bring Scripture into the experience of people.
- Bring insights in biblical exegesis.
- Am comfortable addressing different age groups.
- use good stories and examples/ movies/ newspapers.
- bring insights from reading in faith/culture/ church documents.
- the social teaching of the church.
- share my own lived experience of God.
- Readily seek feedback from my parishioners.

Some strong points of my homilies are:

Areas I would like to strengthen:

2. In my pastoral ministry, I

Counsel:

- Feel able to provide balanced spiritual direction.
- Listen to and attend to personal and moral problems.
- Ensure availability of marriage and individual counselling.
- Am aware of my limitations in counselling and spiritual direction.
- Am willing to refer people to competent professionals.

Some strong points of my counselling are:

Areas I would like to strengthen are:

Building Community:

- Am available to parishioners.
- Develop a welcoming community.
- Participate in diocesan activities.
- Visit parishioners.
- Encourage collaborative participation in parish life.
- Encourage evangelization.
- Promote the social justice teaching of the church.
- Promote, organise and support programs to assist persons in need.
- Promote ecumenism.
- Attend and participate in Deanery activities.
- Have links with the local council and other community groups and projects.

Some strong points of my community-building are:

Areas I would to strengthen are:

Managing Conflict:

- Try to identify and resolve conflicts.
- Enable the parish community to identify and resolve conflicts.
- Am open to outside facilitation.

Some strong points of my conflict management are:

Areas I would like to strengthen are:

3. In my evangelizing and teaching ministry, when

Catechising and Forming Parishioners in Faith

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- Ensure that ongoing catechesis is available to children and youth.
- Am aware of diocesan guidelines for religious education.
- Support adults to attend AOFE programs and initiatives.
- Am involved in the sacramental preparation of children and adults.
- Participate in diocesan programs for spiritual growth.
- Am skilled in the RCIA process and participate.

Some strong points in my priestly teaching are:

Areas I would to strengthen are:

Training and Skilling Parishioners:

- Engage with parishioners, train, encourage and call them forth for ministry.
- Ensure that catechists and other ministers have enough resources, money and opportunities for ongoing formation.

Some strong points of my training efforts are:

Areas I would like to strengthen are:

Provide for the Christian Initiation of Adults:

- Ensure that the Rites of Christian Initiation of Adults and Children of catechetical age are being implemented.
- Ensure that the RCIA is the model of all Sacramental preparation.

Some strong points of my effort are:

Areas I would like to strengthen are:

Conduct outreach activities:

- Seek to address the spiritual and social needs of all parishioners (churched and non-churched, youth, married, single, divorced, aged, those with disabilities etc).
- Am involved in ecumenical activities.
- Encourage lay ministry and vocations to the priesthood and religious life.
- Encourage lay involvement in their mission to the world through their active presence in local organisations.
- Reach out to the marginalized in church and society.
- Encourage a discerning attitude – an openness to the “signs of the times”.

Some strong points of my outreach activities are:

Areas I would like to strengthen are:

4. In my parish leadership, I

Motivate:

- Encourage the sharing of responsibility of parishioners in planning and evaluation.
- Support others explicitly and personally.
- Show willingness to begin new tasks.
- Receive and respect the opinions and ideas of others.
- Show willingness to get the job done.
- Encourage others to share in responsibility in administrative functions.
- Recognise and respect creativity, individuality and uniqueness of persons.
- Am willing to take risks.

Some strong points of my motivating efforts are:

Areas I would like to strengthen are:

Collaborate:

- Draw on the abilities of others.
- Cooperate in a co-responsible spirit.
- Understand how groups work and have skill in group facilitation.
- Focus discussion and integrate other opinions.
- Facilitate team development.
- Reconcile differences.

Some strong points of my collaborative activities are:

Areas I would to strengthen are:

Monitor:

- Supervise staff and lay volunteers for accountability.
- Ensure that appropriate contracts are in place for employment.
- Have written job descriptions.
- Have in place all diocesan policy requirements such as Working With Children Checks and Police Checks.
- Have an ongoing register of people requiring the above.
- Ensure that staff attend diocesan training workshops.
- Have reviewed my policies and staff arrangements with the diocesan personnel office.
- Have a process to respond to grievances within the staff.

Some strong points of my monitoring are:

Areas I would like to strengthen are:

Have Vision:

- Have a sense of parish vision and mission as part of the diocese and the universal Church.

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- Have a sense of the church as the People of God, sharing in God's mission to the world.
- I endeavour to have a positive relationship with my Archbishop and Auxiliary Bishops.
- I have productive relationships with people who are not Catholic.
- Often communicate with the Diocesan Business Office.
- Often communicate with the CEO Administration Team.

Some strong points of my vision are:

Areas I would like to strengthen are:

5. In my administration, I

Manage:

- Establish a Pastoral Council and Finance Committee.
- Have active participation with parish education board.
- Have regular minuted meetings with school principals.
- Recruit and ensure the training of parish leaders.
- Manage and report parish finances.
- Overseas parish facilities.
- Prepare and use parish budgets.
- Ensure that the day-to-day tasks are done.

Some strong points of my managing are:

Areas I would like to strengthen are:

Plan:

- Develop pastoral plans with the parish, in harmony with the diocesan plan.
- Ensure there is an ongoing maintenance plan.
- Have a developed master plan.
- Evaluate parish programs.
- Budget for staff training.

Some strong points of my planning are:

Areas I would like to strengthen are:

Communicate:

- Speak and write clearly and effectively.
- Have updated computer skills.
- Communicate church programs to people.
- Have regular staff and team meetings.
- Communicate with the school community.
- Communicate church services and appropriate programs to the wider community.
- Have an updated web page.

Am Productive

- Get things done; follow up council and committee actions, through appropriate methods of accountability.
- Work creatively and systematically with school principals and leaders.
- Able to choose the right people with the right skills for the right tasks.

Some strong points of my productivity are:

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Areas I would like to strengthen are:

6. In my personal and professional life, I

- Relate well and justly to people.
- Accept advice and guidance.
- Maintain a positive and co-responsible working relationship with the bishop.
- Have circle of priest friends whom I seek advice.
- Have a supervisor or other professionals I consult.
- Recognise my personal accountability to the bishop and to the parish.
- Reflect peace and joy in my life.

Some strong points of my positive attitudes are:

Areas I would like to strengthen are:

Am Professional

- Have a supervisor.
- Approach professional people seeking their expertise.
- Am organised and dependable, follow through on my responsibilities.
- Maintain high principles.
- Maintain confidentiality.
- Act prudently and maturely in relationships.
- Maintain professional boundaries.
- Am cognisant of Integrity of Ministry and May Our Children Flourish protocols and act accordingly.
- Ensure that all staff members are trained and aware of these protocols and the same are expressed in all employment contracts.
- Work effectively and collaboratively with the Archdiocesan Personnel Office seeking guidance and advice.

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Some strong points are:

Areas I would like to strengthen are:

Manage my time:

- Am prompt for scheduled liturgies and meetings.
- Make effective use of time.
- Do not overcrowd my diary with appointments I cannot keep.

Some strong points of my time management are:

Areas I would like to strengthen are:

Maintain my spiritual well-being:

- Make an annual retreat.
- Spend time daily in personal prayer and communal prayer.
- Regularly pray the Prayer of the Church.
- Have a Spiritual Director.
- Engage in lectio divina with Scripture.
- Use prayer to prepare a homily.
- Celebrate the Eucharist daily.
- Engage in spiritual reading.

Some strong points of my spiritual well-being are:

Areas I would like to strengthen are:

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Maintain my emotional well-being:

- Demonstrate maturity and stability.
- Am able to appropriately express my emotions honestly.
- Have fruitful relationships with other priests.
- Have fruitful relationships with other people engaged in professional ministry.
- Take time for personal relationships.
- I have good friends including the opposite sex.
- I take annual leave of four weeks.
- I am open to professional help if I have a mental illness.
- I attend to my psycho-sexual well-being.
- I have a hobby that energises me.
- Am able to recognise when I am stressed and reactionary.

Some strong points of my emotional well-being are:

Areas I would like to strengthen are:

Maintain my physical well-being:

- Maintain a good level of age appropriate physical fitness.
- I do, as a minimum, half hour of physical activity per day.
- I have a GP doctor I visit at least annually.
- I know my blood pressure, sugar and cholesterol levels.
- I have at least one day off per week.

Some strong points of my physical well-being are:

Areas I would like to strengthen are:

Maintain my intellectual well-being:

- I participate in Ministry to Priests workshops.
- I subscribe to a number of magazines and periodicals.
- I frequently purchase books.
- I often attend Min. to Priests in-services and workshops.
- I attend AOFE workshops and listen to guest lecturers.
- I use the internet to access intellectual material.
- I view movies, plays and concerts.

Some strong points of my intellectual well-being are:

Areas I would like to strengthen are:

Other areas or aspects of my ministry:

- I like living in my house. It feels like home.
- I like living in the area.
- I feel safe.
- I am aware of my age, my capabilities and my expectations of self.
- I have a number of significant and close friendships.
- I count women among my friends.
- I am currently happy that I am a priest.

Process A

Sample Letters

1. From the facilitator to the appraisal reviewers.

Dear-----,

Father ----- is presently conducting an appraisal of his ministry to your parish. You have been selected to express your personal impressions of his ministry. The enclosed letter from him states his wish and appreciation that you participate in this process.

We are the facilitators, he has chosen, to assist him in this process and so we would greatly appreciate your response to the enclosed questionnaire. Your name was one of those on the list given to us by Father of possible people who could offer accurate observations of his ministry. Several other parishioners are being asked to do the same. Father will not learn from us who are those from this list we have asked to respond to the questionnaire.

The statements in this questionnaire look at his ministry from a variety of perspectives. Please give your frank and honest response, in a paragraph or two for each section, after you have considered and reflected upon the statements in each of the seven sections.

He will not see the completed response you write but only the general summary of all the responses. I would appreciate it if you could return the completed forms in the enclosed stamped, self-addressed envelope within one week. After all the appraisals are received, we will prepare a summary statement and discuss it with him. The individual responses will be destroyed.

In working through the questionnaire, you may wish to clarify some of the questions with me. Please feel free to contact me at the above address. It may also happen that I may wish to speak with you, when you have completed the questionnaire, to clarify responses, etc.

Thank you for your cooperation. He is looking forward to receiving constructive suggestions for making his ministry more effective.

Sincerely in Christ,

Process B.

Dear-----,

Father ----- is presently conducting an appraisal of his ministry to your parish. You have been selected to express your personal impressions of his ministry. The enclosed letter from him states his wish and appreciation that you participate in this process.

We are the facilitators, he has chosen, to assist him in this process and so we would greatly appreciate your response to the enclosed questionnaire. Your name was one of those on the list given to us by Father of possible people who could offer accurate observations of his ministry. Several other parishioners are being asked to do the same. Father will not learn from us who are those from this list we have asked to respond to the questionnaire.

The statements in this questionnaire look at his ministry from a variety of perspectives. Please give your frank and honest response, in a paragraph or two for each section, after you have considered and reflected upon the statements in each of the seven sections.

He will not see the completed response you write but only the general summary of all the responses. I would appreciate it if you could return the completed forms in the enclosed stamped, self-addressed envelope within one week. After all the appraisals are received, we will prepare a summary statement and discuss it with him. The individual responses will be destroyed. Then we shall host a "conversational session" between the group of parishioners, including yourself, from whom Father has invited responses.

In working through the questionnaire, you may wish to clarify some of the questions with me. Please feel free to contact me at the above address. It may also happen that I may wish to speak with you, when you have completed the questionnaire, to clarify responses, etc.

Thank you for your cooperation. He is looking forward to receiving constructive suggestions for making his ministry more effective.

Sincerely in Christ

Process A.

From the priest to the appraisal reviewers.

Dear Friend,

I am presently making an appraisal of my priestly ministry. It would be very helpful to me if you would complete the enclosed questionnaire sent to you by my facilitators who are running this process.

Your name was chosen by my facilitators from a list of parishioners which I gave to them. They will not reveal the names of the persons they selected, to ensure that your response will be completely confidential. For the same reason, please do not tell me that you received this questionnaire. If I am to grow in my ministry to this parish, I really need your complete frank and open response to the questions in it.

Thank you for your time and thoughtful effort. Your co-operation with my facilitators will benefit my personal and spiritual growth and the vitality of our faith community.

Sincerely in Christ,

Process B.

From the priest to the appraisal reviewers.

Dear Friend,

I am presently making an appraisal of my priestly ministry. It would be very helpful to me if you would complete the enclosed questionnaire sent to you by my facilitators who are running this process.

Your name was chosen by my facilitators from a list of parishioners which I gave to them. I would be very grateful if you could fill out the response and return it to the facilitators who will write a summary based on the responses. These responses will be destroyed. You will be invited to a "conversational Sessions" with the other parishioners, hosted by the facilitators

I wish to grow in my ministry to this parish and so I am grateful for your complete frank and open response to the process.

Thank you for your time and thoughtful effort. Your co-operation with my facilitators will benefit my personal and spiritual growth and the vitality of our faith community.

Sincerely in Christ,

Reviewer Appraisal Form

Date / /

This questionnaire asks for the impressions and views you have of your priest's ministry.

There are seven sections being:

1. Liturgy
2. Pastoral Ministry
3. Evangelising Ministry
4. Parish Leadership
5. Administration
6. Personal and Professional Life
7. Other Aspects in Ministry.

Each section has a number of statements which may or not assist you to frame your response.

They are intended to be a guide for you to write a considered, well rounded response of approximately fifty or so words for each section. This is a suggested guide but be free to write as you desire.

Your response will be read by the two facilitators who will use it to form a general summary of all other responses. This general summary will be given to your priest to reflect on.

He has written his own self-appraisal and the facilitators will assist him to consider his own summary of his ministry with the summary of how others experience that ministry. He has requested this process to enable him to grow even more in areas suggested as well as deriving affirmation in other areas. On Father's behalf we thank you for contribution and generosity.

Liturgy

Please respond in writing to the following pointers:

In the liturgy, I experience Father's ministry as being.....

1. Reverent and sensitive to the involvement of people.
2. Creating an atmosphere that is prayerful. He plans the liturgy well.
3. Bringing Scripture into the experience of the people in his homilies
4. As engaging, inspirational and relevant to the lives of the people in his homilies.
5. Demonstrating a spirit of interior reflection in his homilies.
6. Willing to share his own spiritual and relational experience.
7. Fostering the sense that all present are 'celebrating' and responsible for those communal prayers.

Pastoral Ministry

In his pastoral ministry I experience Father as being.....

1. Witnessing the Gospel, reflecting the compassionate face of Jesus.
2. Sensitive to people as he listens attentively, guiding them to solve their problems and to grow spiritually.
3. Encouraging the participation of all in parish life: viewing the church as the People of God and baptism as 'the call' to ministry.
4. Acknowledging regularly and warmly the presence of parishioners, (both publicly and privately) their gifts and their contributions.
5. A sign of unity, encouraging people to discuss their differences and helps them to come to some resolution.
6. When professional guidance is required outside his competence, he is happy to refer those in need to competent professionals.

Evangelising Ministry

In his evangelising ministry, I experience Father as.....

1. Actively involved in religious and spiritual growth activities, either by periodically conducting sessions, or by frequently visiting the groups.
2. Ensuring that all lay ministers, especially catechists, are provided training and regular updates, either by him or other qualified persons.
3. Ensuring that RCIA is known about and available to all adults and children.
4. Involving youth in parish activities.
5. Encouraging vocations.
6. Participating in ecumenical activities
7. Reaching to the marginalized in Church and in society.
8. Encouraging and supporting people in exercising their discipleship in the realities of their everyday lives.

Parish Leadership

In his parish leadership ministry, I experience Father as

1. Supporting and encouraging the creativity of parishioners. He is people orientated and dedicated to the growth of the parish as a community.
2. Promoting co-responsibility and collaboration within the parish, among parish staff and ministers. He encourages discussion and draws on the abilities of parishioners.
3. Monitoring the service of staff and lay leaders to encourage their growth.
4. Having a sense of Church as the People of God and a vision of the parish mission as part of the diocese and the universal Church in its service of the world.
5. Supporting his brother priests and bishop in the common mission of the Church in the diocese.

Administration

In his ministry of administration, I experience Father as

1. Involving the Pastoral and Finance committees in the total operation of the parish.
2. Overseeing budgets keeping all relevant persons and agencies informed.
3. Working closely with parish council, encouraging planning and evaluation of all parish programs, actively recruiting leaders.
4. Letting parishioners know what is happening in the parish.
5. Speaking well and openly.
6. Energetically pursuing agreed actions, accepting that things change in the parish as new ideas are adopted.

Personal and Professional Ministry

In his personal and professional ministry, I experience Father as.....

1. Reflecting joy, peace and gratitude in his life and is deeply spiritual.
2. Relating well with people and listening to their advice.
3. Having a sense of responsibility to the parish.
4. Demonstrating maturity and stability.
5. Predictable and dependable.
6. Seeking broad input before making decisions.
7. Being deeply committed to Christ, the Church and the community.
8. Reverent and/or respectful in all that he does.
9. Maintains his physical fitness and personal appearance.
10. Taking time out for himself to relax and pursue other interests and hobbies.
11. Reading widely and attending courses and programs for continuing growth in his ministry.
12. Developing a supporting network for his ministry.
13. Managing his time well: is prompt, unhurried and prepared well for liturgy and meetings.

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Are there any other aspects of Father's ministry that you would like to comment upon?

Summary of Contents

After the facilitators have reviewed and tabulated the Reviewer Appraisal responses and the priests Self- Appraisal, he prepares a Summary of Contents.

This will be used in discussion with the priest.

The priest may also use this summary (and discussion with the facilitators) in developing his Personal Pastoral Plan.

The Summary addresses each of the seven Areas of Ministry that have been appraised.

1. Liturgy
2. Pastoral
3. Evangelising and Teaching
4. Leadership
5. Administration
6. Personal and Professional
7. Other

Record of Appraisal

This record of appraisal is personal to the priest and filed accordingly. He may wish to make it available to the bishop or to whoever he wishes but the choice is his.

The final record will be filed at the Ministry to Priests Office. This record is only for the Director of Ministry to Priests and is used for the planning of suitable generic formation sessions.

Such a written statement concerning the strengths of the priest, since it has been developed through a formal process of appraisal, has objective validity and credibility. It will have direct and practical value for ongoing education and formation etc.

The facilitators prepare a working draft of the summary for discussion with the priest who will participate in the final formulation of this Record. It will then be discussed with the Director for Ministry to Priests or Clergy Life and Ministry (DCLM) before it is finalised.

Father _____

Date: _____

1. From the Appraisal process we have adopted, and after discussion with Father the following strengths were identified.

- In the liturgy:
- In pastoral ministry:
- In evangelising and teaching ministry:
- In parish leadership:
- In administration:
- In personal and professional life:
- In other areas:

OPPORTUNITIES - In planning for the future, opportunities and options that are open to me include:

2. SETTING GOALS

Date: / /

AREA OF MINISTRY	SHORT TERM (1 YEAR)	LONG TERM (5 YEARS)
1. <i>Liturgy</i>		
2. <i>Pastoral</i>		
3. <i>Evangelising & Teaching Ministry</i>		
4. <i>Leadership</i>		
5. <i>Administration</i>		

6. <i>Personal and Professional</i>		
7. <i>Other</i>		

SETTING PRIORITIES – List goals from 1 – 7, in both short and long term, in terms of their **importance** to you or their **achievability** by you. Action planning will focus on the **Short** term goals initially, in this listed order of priority.

3. PLANNING FOR ACTION

Date: / /

GOAL 1:	
SPECIFIC OBJECTIVES	SPECIFIC STRATEGIES / STRUCTURES

<u>HOPED FOR OUTCOMES</u>	<u>EVALUATION CRITERIA</u>	<u>BY WHEN</u>
Organisational Notes – Who needs to do What by When so that these things can occur		

19/01/2017