



Faith Formation Leader Performance Appraisal

General Introduction

Evaluation of parish personnel which leads to improved performance can be important for the accomplishment of parish goals and objectives which flow from the parish mission statement. Evaluation also helps the individual grow into the Christian minister God is calling him/her to be. The pastor therefore, has an obligation, both to the parish and to the Faith Formation Leader, to conduct evaluations regularly: the Diocese recommends a minimum of once per year. The parish benefits from the evaluation in that the Faith Formation Leader is aided in understanding parish goals clearly and is able to work more effectively to accomplish them. The Faith Formation Leader benefits in that he/she is affirmed and supported in the areas where success has been achieved, and is also challenged and given direction toward areas of needed growth.

Performance appraisal should be a process of open and honest discussion between the pastor and employee, at a mutually agreed upon time, which uses an established instrument with which both parties are familiar.

The specific aims of Performance Appraisal are to:

- 1 review progress in performing the assigned responsibilities in the job description and in pursuing mutually determined goals to promote excellence in education;
- 2 affirm the accomplishments of people who serve the parish in leadership positions and demonstrate appreciation for their efforts;
- 3 identify opportunities for improvement and develop plans to address them in a pro-active manner;
- 4 facilitate communication and mutual understanding between the Faith Formation Leader, the pastor and education board;
- 5 provide an objective and consistent basis for personnel actions such as compensation, professional development and continuation of employment; and to
- 6 reinforce the Gospel values of service to others, development of God-given abilities, and just treatment of all persons uniting the pursuit of our common educational mission.

While affirmation is a part of this process, concerns about performance should be addressed and resolved, not ignored. The contents of the annual performance appraisal should not surprise the pastor or the Faith Formation Leader. Rather, discussion about performance should be on-going. When difficulties are allowed to persist because of a failure to deal with them, the relationship of trust begins to suffer. Eventually the relationship cannot be repaired.

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Process

2 Steps to a Performance Appraisal

Prior to the Appraisal Meeting Pastor and Faith Formation leader:

1. Complete Employee Performance Evaluation
 - a. Exempt Employee Form http://www.eriecd.org/pdf/hr_exempt_eval.doc
 - b. Non-Exempt Employee Form http://www.eriecd.org/pdf/hr_non-exempt_eval.doc
 - c. Not sure which one to use <http://www.eriecd.org/hr.asp>
2. Complete the *Evaluation Sheet* of the *Goals* form (page 4).

During the Appraisal Meeting:

1. Review Employee Performance Evaluation Form comparing answers.
2. Review the *Evaluation Sheet* of the *Goals* form (page 4).
3. The pastor and faith formation leader mutually agree on any amendments to the job description.
4. The pastor and faith formation leader mutually agree on goals for the next year and record them on the *Goals Sheet* (page 3).
 - a. Worksheets A - E are provided in the Appendix to this document if assistance is desired to form goals based on Church documents.
 - b. It is recommended that a faith formation leader establish no more than a total of three goals over and above the job description. **Please note: this does not mean three goals for each of the sections.**
5. The pastor and faith formation leader agree on a schedule for ongoing communication to discuss and review goals and set target date for further meetings.

Performance Appraisal Faith Formation Leader

Goals for the year _____ to _____

We have met and agreed upon the following:

Goals:

Actions:

Other:

Faith Formation Leader

Pastor

Date

Parish

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Goals for the year _____ to _____ Evaluation Sheet

Name: _____

Date: _____

Extent to which the identified goals were achieved. If any goal was not met, the following factor may have played some part.

Below are listed other goals / actions which were done but not identified previously.

Changes which would help me do my job better.

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Faith Formation Leader
Appendix of Worksheets

Performance Appraisal

Goal Review

Proclaiming the Message

Worksheet A

Faith Formation Leader and MESSAGE...

The faith formation leader must be skilled in the art of teaching and model an excellent teaching style. In addition, the faith formation leader guides and supports other catechists in acquiring catechetical skills by providing learning opportunities and encouragement in developing their skills. The leader also has a responsibility for his or her own academic study. This response is evident by regular participation in some form of academic updating.

GOALS:

1.

2.

3.

LEADER'S COMMENTS:

PASTOR'S COMMENTS:

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Goal Review

Community Development / Administration

Worksheet B

Faith Formation Leader and COMMUNITY/ADMINISTRATION...

The leader enables an atmosphere of mutual support and sharing of life and faith for the catechists and students. The leader actively promotes the idea that faith is not a private reality but a community gift and that it must be shared if it is to grow and have life. As a member of a parish staff, the leader reports to the pastor and coordinates the faith formation program within the context of the total parish's mission. Some specific administrative duties (e.g. recruitment of volunteers, budget management, program evaluation) should be reflected in these goals.

GOALS:

- 1.
- 2.
- 3.

LEADER'S COMMENTS:

PASTOR'S COMMENTS:

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Goal Development Worship

Worksheet C

Faith Formation Leader and WORSHIP...

The faith formation leader is one who has responded to a call from God to participate in a specialized ministry of the church and has accepted the responsibility to prepare for ministry through personal spiritual development along with academic study. This response is evidenced in a habit of personal and community prayer.

GOALS:

1.

2.

3.

LEADER'S COMMENTS:

PASTOR'S COMMENTS:

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Goal Development Service

Worksheet D

Faith Formation Leader and SERVICE...

A faith formation leader supports the development of a sound understanding of Catholic social teaching which includes issues of both charity and justice. This will be evident by the development within the faith formation program of appropriate service opportunities and education of all students of catechetical age in Catholic social teaching, appropriate to developmental issues.

GOALS:

- 1.

- 2.

- 3.

LEADER'S COMMENTS:

PASTOR'S COMMENTS:

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Goal Development Miscellaneous / Other

Worksheet E

Miscellaneous\Additional Goals...

There may be goals which do not fall easily into the previous sections. Use this space to identify these other goals for review later.

LEADER:

PASTOR: