Enhancing Your Ministry

A Resource Kit for Priests







CFPC
CANADIAN FEDERATION
OF PRESBYTERAL
COUNCILS NATIONAL ASSEMBLY

Using your fillable book

Enhancing Your Ministry | Digital workbook edition

1. Download and open

Save the PDF to your device and open it in Adobe Acrobat Reader.
A browser preview may not support all of the form features.

2. Type your responses

Click or tap an answer box. Use Tab to move between fields.
Reflection boxes accept multiple lines; press Enter for a new line.

3. Select a rating

Click or tap one of the printed numbers from 1 to 5.
A blue ring marks your choice. Select another number to change it.

4. Save your work

Use Save As to name your own copy, then save regularly.
Reopen your saved copy when you want to continue.

5. Review before printing or sharing

Long answers can scroll inside a box. Text outside the visible area may not print. Keep printable answers within the visible space.

Your completed copy

Answers are saved in your PDF and are not automatically submitted.
Share your copy only with the person you intend to receive it.

Use the PDF bookmarks to jump to each section.

Enhancing Your Ministry

A Resource Kit for Priests

Canadian Federation of Presbyteral Councils

www.cfpccanada.ca

2026

Although a number of Federation Representatives provided comments and suggestions during the revision of this document, the following executive members of the Canadian

Federation of Presbyteral Councils warrant particular recognition and gratitude:

Bill Derousie (Diocese of St. Catharines) Stephen Bill (Archdiocese of Regina) Edwin Gonsalves (Archdiocese of Toronto) Alan Campeau (Diocese of Thunder Bay) Duaine Devereaux (Diocese of Antigonish) Doug McNeill (Diocese of Saint John)

© 2014 Canadian Federation of Presbyteral Councils

First printing - September 2014 Second printing - Revised Sept 2026

Table of Contents

Introduction 7

Roles and Procedures 9

Sample Letters: Facilitator to Parishioner 11
Priest to Parishioner 12

Lists of Reviewers: Parishioner- at- Large 13
Parisioners with Leadership Roles 14

Prayer for the Priest 15

Prayer for Participating Parishioners 16

Priest's Self-Evaluation 17

Parishioner's Reflection Questionnaire 31

Summary of Comments on his Effectivenes in Ministry
Prepared by the Facilitator 39

Report on his Effectiveness in Ministry 51

Personal Plan for Growth in Ministry 55

A Sample Plan for Growth in Ministry 59

On him will rest the spirit of the Lord,
the spirit of wisdom and insight,
the spirit of counsel and power, the spirit of knowledge and fear of the Lord. -
Isaiah 11:2

Introduction

In 1992, the Canadian Federation of Presbyteral Councils, (CFPC), formerly the National Federation of Presbyteral Councils (NFPC), issued the document "Enhancing Your Ministry - A Resource Kit for Priests." Its purpose was to allow a priest to do a self-evaluation of his effectiveness in his ministry.

Former Executive Members of the CFPC have revised the original document in light of changes that have taken place in the Church, such as, the diminishing number of clergy serving in parishes and the welcoming of new members to our presbyterium from around the globe.

At his first Chrism Mass, Pope Francis gave a stirring homily to those who had assembled at St. Peter's Basilica. As he was concluding, he said to the priests who had gathered,

"Dear priests, may God the Father renew in us the Spirit of holiness with whom we have been anointed. May he renew his Spirit in our hearts, that this anointing may spread to everyone, even to those "outskirts" where our faithful people most look for it and most appreciate it. May our people sense that we are the Lord's disciples; may they receive through our words and deeds the oil of gladness which Jesus, the Anointed One, came to bring us, Amen."

Through the sacrament of Holy Orders we have been anointed to minister to the people of God. We have been empowered to proclaim the Good News, to celebrate the sacraments of the Church, and to administer the Church's affairs. Surely there are times when it is necessary and important for us to step back from our daily business to examine how well we are doing and to create strategies for improvement?

This Resource Kit is a tool for priests to measure their effectiveness in ministry. It is not for the purpose of diocesan administration, but rather a tool for personal self-evaluation, to affirm the effective areas in a priest's ministry as well as to identify those areas that might be improved.

The entire appraisal process culminates in the development of a "Personal Growth Plan." It is a way forward in hope.

May the words of St. Paul's letter to the Corinthians assist each priest in making this exercise effective for himself and those with whom he is called to serve.

> "It is appropriate for you who began last year not only to do something but even to desire to do something - to now finish doing it, so that your eagerness may be matched by completing it according to your means. For if the eagerness is there, the gift is acceptable according to what one has - not according to what one does not have."(2 Cor. 8: 10-22)

Personal growth is always in our own hands. By revising Enhancing Your Ministry: A Resource Kit for Priests the NFPC trusts that you will realize the great fruit such a process can bring to you personally and to your ministry.

Rev. Doug McNeill

Former President of the Canadian Federation of Presbyteral Councils

Roles and Procedures

You:

- are in charge of each step in the process of this self-evaluation;
- decide to do this evaluation;
- make the choice of a facilitator;
- decide which parishioners are to be involved;
- set your own goals;
- and if you deem it necessary and beneficial, you can decide to share the results with your Bishop/ Religious Superior whenever you so wish.

The Facilitator:

- a brother priest, spiritual director, friend;
- someone you trust, confide in, and who will keep your confidence;
- someone who will circulate the material to participating parishioners and process the returned questionnaires;
- someone who will assist you in setting realistic goals and help you to reach them;
- someone who will review the results with you and is willing to prepare a brief report.

Parishioners:

- you will submit to the facilitator the names and addresses of 18 to 20 parishioners (8 to 10 are parishioners at large, and 8 to 10 are parishioners with leadership roles in the parish);
- these are people whom you trust and who have your best interests in mind;
- they are people who will give accurate reflections of how they see you in ministry;
- as you will read in the 'Sample Letter', confidentiality and anonymity are important elements of this process. It is important for you to know that participating parishioners cannot answer all the prompts that are provided in the "Priest's Self-Evaluation', so their prompts or questions are different;
- Your facilitator will choose 10 of the 20 parishioners you provided. In this way you will not know, nor should you learn, which parishioners actually were involved in the process.

The process is divided into five parts:

1. Choosing a facilitator
2. Self-evaluation
3. Evaluation from parishioners
4. Compiling and Review of Results, and Setting Goals
5. A written Summary of the Process

The materials that you need for every step in this process are supplied in this Resource Kit.

Sample Letter - Facilitator to Participating Parishioners

(Facilitator's address)

Date:

Dear .

Father is presently conducting an evaluation of his ministry to your parish. Father has provided me with the names of a number of parishioners who may wish to assist him in this process. From these names, I have selected you to express your impressions and expectations of his ministry. The enclosed letter from him states his desire that you participate in this process.

I have been chosen to help facilitate this process and therefore respectfully request that you respond to the enclosed questionnaire. He gave me your name as a person who could offer accurate reflections on his ministry. Several other parishioners are also being asked to participate. Your response will remain confidential, nor will the fact that you participated be identified.

Please give your frank and honest response to each statement as you reflect on how he fulfills his priestly role and responsibilities. As Father has placed confidence in you to respond to this questionnaire, we ask that your responses remain personal and confidential. Please do not share this evaluation with anyone.

I would appreciate it if you would return the completed forms in the enclosed stamped, self-addressed envelope within one week. After all the reflections are received, I will prepare a summary statement and discuss it with him. Those who responded to the questionnaire will remain anonymous to him and the individual responses will be destroyed.

Your input is valuable to him and to his ministry to the Church. He is looking forward to receiving constructive suggestions that will make his ministry more effective in the parish.

Sincerely in Christ,

Sample Letter - Priest to Participating Parishioners

(Priest's address)

Date:

Dear .

I am presently making an evaluation of my ministry. It would be very helpful to me if you would complete the enclosed questionnaire sent to you by my facilitator who is helping me in this process.

Your name was chosen by my facilitator from a list of several parishioners which I gave to him/her. He/she will not reveal to me the names of the persons he has selected to ensure that the process will remain completely confidential. For that 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 frank and open responses.

Thank you for your time and thoughtful effort. Your cooperation with the facilitator will benefit me personally and professionally.

Sincerely

Lists of Reviewers

Lists of Reviewers The priest provides his facilitator with one list of parishioners-at-large and one list of parishioners in leadership, all persons who might participate in the evaluation. The following pages are provided for the priest to write the names, addresses and pastoral association of these people.

(This form may be photocopied as needed for more than one use of the evaluation process.)

Lists of Reviewers: Parishioners-at-Large

Please list the names and address of at least eight people to whom you minister, and the roles they have or the functions they perform in your parish.

	Name	Address	Role or function in parish
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Lists of Reviewers: Parishioners in Leadership

(This form may be photocopied as needed for more than one use of the evaluation process.)

Please list the names and address of eight to ten people with whom you minister, who have parish roles.

These people could be members of the Parish Pastoral Council, Parish Finance Council, Pastoral Team, Coordinators of Pastoral Ministries, or from other parish organizations.

	Name	Address	Role or function in parish
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Prayer for the Priest

(To be prayed by the priest embarking on a self-evaluation)

Lord, my God
it is almost time for me to begin an evaluation of my service.
Help me, I pray, to perform this process with dignity, but also with great humility.

I realize that You may choose anyone or anything
to be Your vessel of grace.

I am humbled by Your choice of me
and strive, with your grace, to be worthy of my ministry.

I also realize that pride prevents the flow of Your Divine Grace;
so, while I fully appreciate the dignity of my work,
guard me against arrogance and pride.

With Your gracious assistance,
my daily work and life will support and ennoble
my service to the Church and to the Kingdom.

May my whole life be a reflection
of that service to the parish and to the church.
May this holy work call forth from within me
greater personal holiness.

May Your Blessing be upon me
in the name of the Father,
and of the Son, and of the Holy Spirit.
Amen.

Prayer for Participating Parishioners

(To be included with the questionnaire for the parishioners and to be prayed by the parishioner before completing the questionnaire.)

Lord Jesus,
I lift up to You, my parish priest.

I know that in his closeness to You,
his heart shall be molded into Yours.

I humbly ask for the grace of healing and renewal in his life.
I thank You for my good, holy and dedicated priest.

I remember the special ways in which all priests minister:
They baptize;
They hear confessions;
They journey with our families in the best and worst of times;
They guide and encourage us;
They share with us Your Body and Blood.
They are wonderful gifts to us.
I thank You for them.

I beg You to give them continued courage to endure the cross for You.
Stay close to them and keep them safe in your embrace.

I pray this in a special way for Fr. _____.
Give me wisdom and insight
as I fill out this questionnaire.
May everything I write down help him to be a better priest and pastor.

Amen

Self-Evaluation

(This form may be photocopied as needed for more than one use of the evaluation process.)

In the liturgy

I lead liturgies by:

- preparing myself for the celebrations of the sacraments, especially the Eucharist, in keeping with:
  - appropriate church documents;
  - sacramental theology; Pastoral notes and Diocesan/Eparchial Liturgical Norms.
- encouraging a worshipful atmosphere, reflective of the liturgical season: - maintain the dignity of the liturgical space, vestments and vessels.
- presiding for the people with reverence, dignity, sensitivity and clarity:
  - show respect for the proper place of the liturgy and the use of silence;
  - am mentally, physically, emotionally and spiritually connected to the liturgy;
  - am present to/at the liturgy.
- encouraging the active and conscious participation of the congregation and Liturgy Committee.

I deliver homilies by:

- allowing the Holy Spirit to inspire me.
- respecting the length of the homily.
- preparing and delivering homilies at each liturgy.
- knowing my congregation:
  - making the message relevant to various age groups and cultures;
  - – sharing my own spiritual and relational experiences; sharing other good stories;
  - – being enthusiastic, dynamic, energetic and passionate about my message;
  - – affirming, strengthening and challenging.
- practicing what I preach, and preaching to myself.
- bringing insights found in Biblical exegesis and making Scripture resonate

with the experience of the people through:

- faith and culture;
- documents of the Church;
- social teachings of the Church.

• making effective use of the microphone and sound system technology.

Some strong points of my liturgies and homilies are

Areas which I would like to strengthen are:

In my pastoral ministry, I...

Practice pastoral care by:

- providing balanced spiritual direction.
- listening attentively to others and making myself available for this ministry.
- being aware of my limitations, willing to refer people to competent professionals when necessary.
- respecting professional boundaries outlined in The Priest as Servant Leader: Developing Values for Priestly Ministry (NFPC, 2008) publication.
- managing my emotions well during the counseling of others.

Some strong points of my pastoral ministry are:

Areas which I would like to strengthen are:

Build community by:

- addressing the spiritual and social needs of the parish and the community, namely: children, youth, adults, seniors, shut-ins, the disabled, immigrants, mentally and intellectually challenged, lapsed and non-Catholics, marginalized, poor and needy (locally and abroad - through Development and Peace), and the stranger.
- making myself available at diocesan/eparchial, parish and in local community events:
  - engaging people in their faith journey;
  - visiting parishioners at schools, hospitals and home,
  - practicing inclusivity, not showing favoritism to some, and neglecting others;
  - being hospitable, and providing reasonable availability through regular Office Hours;
  - encouraging and enabling people to come together in small groups and basic communities;
  - encouraging evangelization;
  - working well with my Pastoral Ministers, Associates and Deacons;
  - encouraging participation in Ministries and all aspects of parish life;
  - participating in and encouraging participation in diocesan/eparchial events;
  - honouring parish traditions in a respectful and sensitive manner, while introducing my own ways to enhance parish life.
- promoting the social justice teachings of the Church:
  - being involved in Ecumenical activities and being a representative for the Catholic Church;
  - encouraging Social Outreach Groups by providing space and platforms for them to conduct their work;
  - networking with other social justice groups in the community.
- showing interest in the lives of my brother priests:
  - welcoming and bridging the transition for my brothers who come to minister from outside the diocese/eparchy.

My strong community building skills are:

Areas which I would like to strengthen are:

Manage conflict by:

- identifying a conflict, determining whose conflict it is, and addressing the conflict promptly;
- enabling the parish community to identify and resolve conflicts;
- knowing when to address issues and move beyond mere small talk;
  - -addressing a conflict immediately with staff, parishioners, fellow priests, bishops, etc.;
- applying effective methods to correct a situation:
  - am I proactive or reactive?
  - pausing to process a situation before responding to it;
  - exercising protocols/diocesan/eparchial guidelines;
  - am I friendly or confrontational?
- understanding how I respond to criticism:
  - do I internalize and take negative comments personally?
- taking ownership when I have created a conflict,
  - do I admit when I am wrong and apologize or correct the situation?
- calling upon support systems to deal with conflict.

Some strong points of my conflict management are:

Areas which I would like to strengthen are:

In my evangelizing ministry, I...

Catechize by:

- supporting religious education programs:
  - am current with pedagogy;
  - am orthodox in my teaching;
  - support our Bishops and their catechetical initiatives;
  - use a variety of teaching methods and tools (vehicles)
- ensuring ongoing catechesis is available to all:
  - am involved in the catechesis of my parishioners and know my role on the team;
  - am an effective teacher at a variety of levels;
  - know my congregation.
- recruiting, training and empowering qualified lay people to assist,

Some strong points of my evangelizing ministry are:

Areas which I would like to strengthen are:

In my administration, I...

- take genuine interest and responsibility for the temporal affairs of the parish:
  - repair and maintenance of buildings;
  - seek advice and competent people to assist;
  - communicate well and remain transparent;
  - work well with my Parish Council and Finance Council;
  - collaborate with staff and Pastoral Team with regular Team Meetings.
- have a Pastoral Plan, and move toward fulfilling it:
  - understand and cooperate with the Diocesan/Eparchial Plan,
- motivate others to participate in parish activities,
- ensure Diocesan/Eparchial screening guidelines and Diocesan/Eparchial protocols for parish activities are followed.

My strong administration skills are:

Areas which I would like to strengthen are:

In my personal and professional life, I...

Am accountable:

"Accountability is a positive and creative value for a professional and priestly life that provides us with a benchmark for growth and improvement. In light of the servant leadership of Jesus, a priest is accountable when, like Jesus, he seeks to know the will of God and accomplish it in his own life. (cf. Matthew 7:21) .... Accountability is not viewed as the test at the end of the term that we must pass; on the contrary, accountability is our way of living and interacting with others in a pastoral and prophetic way."

The Priest as Servant Leader, p. 11-12
Canadian Federation of Presbyteral Councils, 2008

- to the parish, to the Bishop/Eparch, to myself,

My strengths in being accountable include:

Areas which I would like to strengthen are:

Practice confidentiality:

"Confidentiality is a value that ensures that each encounter with a person in a priest's daily ministry is guided by discretion and prudence. Confidentiality ensures that the privacy of people's lives is protected and the dignity and respect owed to each person remains inviolable."

The Priest as Servant Leader, p. 17
Canadian Federation of Presbyteral Councils, 2008

I am faithful to keeping confidentiality by:

Areas which I would like to strengthen are:

Honour boundaries:

"Boundaries help to establish clear roles and expectations; they also serve to protect and preserve the integrity of relationships."

The Priest as Servant Leader, p. 23)
Canadian Federation of Presbyteral Councils, 2008

I honor and respect boundaries by:

Areas which I would like to strengthen are:

Collaborate:

"Collaboration helps a priest become the servant leader he desires to be and, within the church community, a true leader and pastor."

The Priest as Servant Leader, p. 29
Canadian Federation of Presbyteral Councils, 2008

My strong collaboration skills are:

Areas which I would like to strengthen are:

Am transparent:

"Transparency is a value that helps a priest grow in honesty and integrity through appropriate openness and disclosure. It means becoming authentic in every aspect of my life."

The Priest as Servant Leader, p. 29
Canadian Federation of Presbyteral Councils, 2008

Some strong points of my being transparent are:

Areas which I would like to strengthen are:

In my priestly life, I maintain my...

Spiritual well-being by:

- deepening my relationship with God through private prayer, formal prayer (Liturgy of the Hours), and spiritual reading;
- meeting with my Spiritual Director and sharing openly with him or her;
- making an annual retreat.

Emotional well-being by:

- owning my feelings and understanding that it is acceptable to have these feelings;
- sharing these experiences and feelings openly with my Spiritual Director, brother priests, friends;
- dealing with loneliness in a mature responsible way;
- being able to keep my composure in confrontational situations and bring true passion for God to liturgy and all situations in my life and ministry.

Physical well-being by:

- making regular visits to the Doctor, Dentist, Optometrist and other health professionals as needed;
- maintaining a healthy balance in diet, exercise, recreation, rest (sleep), and use of alcohol.

Intellectual well-being by:

- taking the initiative to develop personal and professional skills and talents, (reading, attending conferences, workshops);
- having had, applied for, or planning to take a sabbatical.

Financial well-being by:

- budgeting for personal spending;
- planning for retirement;
- planning for death (i.e. Last Will and Testament, funeral arrangements);
- avoiding abuse of parish funds;
- being aware of issues around gambling;
- making use of a personal Financial Advisor.

Live a balanced celibate and chaste life by:

- finding joy in my celibacy;
- having healthy/balanced personal relationships;
- being sensitive to my struggles and seeking counseling in these areas if/ when needed;
- being attentive to my intimacy needs and meeting them appropriately.

Joy in my priesthood by:

- expressing and witnessing my passion for my vocation and ministry;
- promoting vocations to the priesthood;
- recognizing the support systems that empower me.

Some of my strong points of my Priestly Life are:

Areas which I would like to strengthen are:



Parishioner's Reflection

(These pages can be photocopied as often as necessary and sent to participating parishioners)

Instructions:

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.

❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

In the Liturgy, Father...

Presides:

- with reverence and dignity ❶ ❷ ❸ ❹ ❺
- by encouraging participation from the congregation ❶ ❷ ❸ ❹ ❺
- by honouring the pace of the liturgy and use of silence ❶ ❷ ❸ ❹ ❺
- by speaking clearly and understandably ❶ ❷ ❸ ❹ ❺

COMMENTS

Preaches:

- with passion, enthusiasm, dynamism ❶ ❷ ❸ ❹ ❺
- with fidelity to the teachings of the Church ❶ ❷ ❸ ❹ ❺
- by explaining the Scriptures with relevance for today ❶ ❷ ❸ ❹ ❺

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

Preaches:

• by including social justice themes; encouraging the congregation to be sensitive and responsive to the poor and marginalized	❶ ❷ ❸ ❹ ❺
• by using engaging and effective stories	❶ ❷ ❸ ❹ ❺
• by connecting with current issues	❶ ❷ ❸ ❹ ❺
• by sharing his personal experiences	❶ ❷ ❸ ❹ ❺
• by being conscious and sensitive to the length of the homily	❶ ❷ ❸ ❹ ❺
• by knowing his congregation	❶ ❷ ❸ ❹ ❺
• by using inclusive language	❶ ❷ ❸ ❹ ❺
• by making eye contact with the congregation	❶ ❷ ❸ ❹ ❺

COMMENTS

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

As a Pastor, Father....

• makes himself available to people	❶	❷	❸	❹	❺
• is a good listener	❶	❷	❸	❹	❺
• is approachable	❶	❷	❸	❹	❺
• is punctual in keeping appointments	❶	❷	❸	❹	❺
• manages his emotions	❶	❷	❸	❹	❺
• remains focused on the present situation	❶	❷	❸	❹	❺
• shows compassion and understanding	❶	❷	❸	❹	❺

COMMENTS

Builds community by:

• being welcoming, hospitable and encouraging inclusivity	❶	❷	❸	❹	❺
• being available to celebrate sacraments	❶	❷	❸	❹	❺
• empowering the people to get involved and take leadership positions	❶	❷	❸	❹	❺
• being present in schools, healthcare facilities and the community	❶	❷	❸	❹	❺

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

Builds community by:

- encouraging and being present at Diocesan/Eparchial events ❶ ❷ ❸ ❹ ❺
- promoting vocations (Priesthood, Permanent Diaconate, Christian Marriage, Religious Life, Single Life and the Lay Apostolate) ❶ ❷ ❸ ❹ ❺
- providing space for Social Justice Groups ❶ ❷ ❸ ❹ ❺

COMMENTS

Addresses conflict:

- with confidence ❶ ❷ ❸ ❹ ❺
- with sensitivity ❶ ❷ ❸ ❹ ❺
- while managing his emotions ❶ ❷ ❸ ❹ ❺

COMMENTS

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

As a teacher, Father...

Shares the faith:

- by encouraging and providing faith formation for all ages ❶ ❷ ❸ ❹ ❺
- by forming leaders to assist in Faith Formation of adults and youth ❶ ❷ ❸ ❹ ❺
- by working with others as part of the team ❶ ❷ ❸ ❹ ❺
- engaging in professional development ❶ ❷ ❸ ❹ ❺

COMMENTS

As a leader, Father...

Administers by:

- having an effective Parish Pastoral Council ❶ ❷ ❸ ❹ ❺
- having an effective Parish Finance Council ❶ ❷ ❸ ❹ ❺
- seeing things through, following up and evaluating ❶ ❷ ❸ ❹ ❺
- seeking advice and competent people to assist in parish business ❶ ❷ ❸ ❹ ❺
- communicating well with others ❶ ❷ ❸ ❹ ❺

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

COMMENTS

Motivates by:

- encouraging the congregation to be good stewards of their Time, Talent and Treasure ❶ ❷ ❸ ❹ ❺
- affirming the gifts and competencies of others ❶ ❷ ❸ ❹ ❺
- saying "Thank you!" and showing gratitude ❶ ❷ ❸ ❹ ❺

COMMENTS

Collaborates by:

- working well with others ❶ ❷ ❸ ❹ ❺
- being open to and acting on the ideas of others ❶ ❷ ❸ ❹ ❺

COMMENTS

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

Monitors by:

- providing a 'Job Description' for staff, ministers, and volunteers ❶ ❷ ❸ ❹ ❺
- holding regular Team/Staff meetings ❶ ❷ ❸ ❹ ❺
- setting and realizing goals and objectives ❶ ❷ ❸ ❹ ❺

COMMENTS

As a Professional, Father ...

- is trustworthy with confidential matters ❶ ❷ ❸ ❹ ❺
- respects personal/professional boundaries when interacting with others ❶ ❷ ❸ ❹ ❺
- presents himself maturely in attire, speech, and behaviour ❶ ❷ ❸ ❹ ❺
- manages time well; is punctual and organized ❶ ❷ ❸ ❹ ❺

COMMENTS

Rank your parish priest on a scale of 1 to 5 by circling the appropriate answer.
❶ = strongly disagree ❷ = disagree ❸ = unsure ❹ = agree ❺ = strongly agree

In his Personal and Priestly life, Father...

• is prayerful	❶	❷	❸	❹	❺
• makes an annual retreat	❶	❷	❸	❹	❺
• takes enough time for himself (day off, holiday)	❶	❷	❸	❹	❺
• takes too much time for himself (days off, holidays)	❶	❷	❸	❹	❺
• shows love for the Church	❶	❷	❸	❹	❺
• shows love for his vocation	❶	❷	❸	❹	❺
• appears joyful and content	❶	❷	❸	❹	❺

COMMENTS

Are there any other comments you would like to make?

Thank you. When this questionnaire is completed, please return it in the self-addressed, stamped envelope or to:

A Summary of Comments on Effectiveness in Ministry Prepared by the Facilitator

(This form may be photocopied as needed for more than one use of the evaluation process.)

Priest Evaluated:

Date:

Following his review and tabulation of the Parishioner Reflection input and the Priest's Self-Evaluation, the facilitator prepares the summary for discussion with the priest. The priest will be able to use this summary to finalize his Personal Plan for Growth in Ministry.

In Liturgy:

Celebrant/Presider:

General Comments:

Strengths:

Growth areas:

In Liturgy:

Homilist/Preacher:

General Comments:

Strengths:

Growth areas:

In Pastoral Ministry:

Pastoral Care:

General Comments:

Strengths:

Growth areas:

In Pastoral Ministry:

Building Community:

General Comments:

Strengths:

Growth areas:

In Pastoral Ministry:

Managing Conflict:

General Comments:

Strengths:

Growth areas:

In Evangelizing and Teaching:

Catechist:

General Comments:

Strengths:

Growth areas:

In Administration and Leadership:

Temporal Affairs of the parish:

General Comments:

Strengths:

Growth areas:

In Pastoral Ministry:

Fulfilling Pastoral Plan:

General Comments:

Strengths:

Growth areas:

In Pastoral Ministry:

Motivator:

General Comments:

Strengths:

Growth areas:

In Administration and Leadership:

Collaborator:

General Comments:

Strengths:

Growth areas:

In Administration and Leadership:

Monitor:

General Comments:

Strengths:

Growth areas:

In Professional Life:

Accountability:

General Comments:

Strengths:

Growth areas:

In Professional Life:

Confidentiality:

General Comments:

Strengths:

Growth areas:

In Professional Life:

Boundaries:

General Comments:

Strengths:

Growth areas:

In Professional Life:

Collaboration:

General Comments:

Strengths:

Growth areas:

In Professional Life:

Transparency:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Spiritual Well-being:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Emotional Well-being:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Physical Well-being:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Intellectual Well-being:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Financial Well-being:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Chastity:

General Comments:

Strengths:

Growth areas:

In Personal and Priestly Life:

Joyfullness:

General Comments:

Strengths:

Growth areas:

Report on Effectiveness in Ministry

(This form may be photocopied as needed for more than one use of the evaluation process.)

- The facilitator should make a working draft of this summary for discussion with the priest who participates in its final formulation. Additional comments can be included after the discussion.
- A written statement, containing the strengths of the priest arrived at through a formal evaluation of his effectiveness in ministry, should be valid and credible. Such a statement should have a direct and practical value for those making future assignments.
- **With the evaluated priest's consent** this *Summary* may be sent by the priest to the Chancery to be placed in his personnel file with the intent and expectation that it might be reviewed at the time new assignments are made.

PriestEvaluated:

Date:

After receiving the reflections from parishioners of Father's effectiveness in ministry and discussing the results with him, the following strengths were identified:

In liturgy:

In pastoral ministry:

In evangelizing and teaching:

In leadership:

In Father's personal and professional life:

Some of Father's accomplishments identified in the reflections are:

Priest Evaluated:

Facilitator:



Personal Plan for Growth in Ministry

(This form may be photocopied as needed for more than one use of the evaluation process.)

PriestEvaluated:

Date:

Effectiveness reviews deal largely with the past. It looks at what has been done. This is not particularly valuable unless it leads to improvement in the future. This is where a *Personal Plan for Growth in Ministry* becomes important. Learning how we did it last time can help us prepare to do it better next time.

You have now completed your self-evaluation and gained new insights into your ministry. Your facilitator has discussed with you the impressions and expectations of your ministry from several parishioners. There is valuable information here for growth in your personal life and in your pastoral ministry.

In discussion with your facilitator, you can identify those areas most in need of growth, especially the areas which relate closely to the work program of your current assignment. You should also discuss whether the management of the growth process might benefit from some outside assistance.

Developing Your Action Plan

(see the Sample Plan for Growth in Ministry on page 59)

1. Identify two or three objectives you want to achieve within the coming year. These objectives should clearly specify your intended improvements. In your ministry within this period of time, including spiritual growth and personal development.

Objective 1	Objective 2	Objective 3

2. For each objective, list the tasks, the actions you will take to accomplish that objective;

Objective 1	Objective 2	Objective 3
Tasks/Actions Required	Tasks/Actions Required	Tasks/Actions Required

3. State the results you expect to see in the area of ministry specified in the objective. At the conclusion of the time period, usually one year, you can assess objectively how well you have accomplished your intended objectives.

Expected Results (Objective 1)	Expected Results (Objective 2)	Expected Results (Objective 3)

4. You have reflected on various areas of your ministry. Now list the areas in which you feel strongest and those areas where you sense a need for help.

Strongest:

1.

2.

3.

4.

5.

6.

Would like to strengthen:

1.

2.

3.

4.

5.

6.

A Sample Plan for Growth in Ministry

(This form may be photocopied as needed for more than one use of the evaluation process.)

Priest Evaluated: Fr. Joe

Date: January 3, 2025

Objective 1	Objective 2	Objective 3
To build a stronger parish team rooted in greater collaboration efforts as assessed at regular meetings and the annual evaluation of the parish work program.	To develop stronger speaking skills in order to be a more effective presider at liturgy and better communication at meetings.	

Objective 1 Tasks Required	Objective 2 Tasks Required
1. To involve team members in planning effective parish objectives for the coming year. 2. To develop an annual plan for parish activities beginning September through June. 3. To develop written position/role descriptions. 4. To identify skills of team members and arrange assignments accordingly and based on the adopted plan.	1. To enroll in Toastmaster this Fall and attend meetings regularly throughout the year. 2. To enroll in the next Public Speaking evening course at the local college. 3. To improve eye contact with the assembly and group. 4. To develop a glossary of stories and pertinent facts to be used in public speaking.

Objective 1 Tasks Required cont.	Objective 2 Tasks Required cont.
5. To ask persons who present problems for their suggested solutions rather than giving a solution; the suggested solution is then discussed and a joint decision is made. 6. To express appreciation for efforts made and to control criticism. 7. To encourage free expression of opinions by listening to team members and responding to issues and not personalities. 8. To hold regular team meetings to discuss progress and problems. 9. To evaluate the parish work program each spring.	5. To solicit comments and observations from persons who regularly attend liturgies and meetings.

Objective 1 Tasks Required cont.	Objective 2 Tasks Required cont.
1. Parish team members will be more secure in their positions and morale will improve because they know specifically what is expected of them, and they feel they are being recognized for their abilities. 2. More creativity will emerge in accomplishing the work program of the parish as the team members feel they are active participants in developing and implementing the program; they will feel ownership. 3. These results are identified through questions, discussions and comments at regular team meetings and in the annual evaluation of the parish work program.	1. Homilies and presentations are better organized, more convincing, persuasive and sincere as evidenced by comments from those attending. 2. Increased self-confidence as the positive reactions of people are observed and expressed. This leads to better liturgies and more efficient meetings. 3. As speaking ability improves, a better understanding by staff and lay ministers of what is expected from them will develop. This builds their morale and willingness to participate in parish events.

"Thank you for giving me a preview of Enhancing Your Ministry: A Resource Kit for Priests, I read it and found it to be an engaging and useful resource. My overall reaction is that it will help to accomplish what the instrument intends. Clearly, the outcome, for those who will use this instrument of self-knowledge, depends upon the spirit in which a priest engages in the process. The role of the facilitator, the reporting of the findings and the relationship between the priest and the facilitator are crucial. I am pleased to give Enhancing Your Ministry: A Resource Kit for Priests my support and I pray that it will be used well."

Anthony Mancini
Archbishop Emeritus of Halifax-Yarmouth

'In a time of great challenges and pressures on our priests, this is a welcome and potentially important tool to support priests and to promote their personal, physical and spiritual development. The mutual nature of the process witnesses to our interdependence as Church. Now the challenge is for the tool to be used!"

Sr. Nuala Kenny, Sisters of Charity of Halifax
Professor emeritus, Departments of Bioethics & Pediatrics, Dalhousie University

'The Enhancing Your Ministry resource kit rests principally on the participation of a more engaged and thoughtful laity. Priest and laity together share a concern for the future of the church, the enhancement of the faith community, as well as a faith and church that are attractive, vibrant and meaningful for generations to come.
Undertaking this evaluation and dealing proactively with its findings requires a priest's courage and commitment. In so doing a priest rises to what is best in their person and priestly vocation. Remember firstly and lastly your parishioners are grateful to you.

M. Patricia Hogan, parishioner, Cathedral of the Immaculate Conception, Saint John
Retired professor of medieval history, St. Francis Xavier University, Antigonish

The Canadian Federation of Presbyteral Councils, works in a spirit of unity and collegiality with priests and bishops in Canada. We serve the pastoral needs of the people of God by supporting Presbyteral Councils in their role as advisors to individual bishops and by assisting priests in the integration of their spirituality, ministry and leadership.