**Annual Performance Feedback Reflection for Parish Catechetical Leader**

**Overview of Process**

One of the earmarks of continued professional, personal and spiritual growth is the ability to reflect upon, evaluate and make effective changes in one's ministry. The process that is encouraged in the Diocese is a joint venture of the Pastor, the Parish Catechetical Leader, and the Faith Formation Commission (if parish has one).

The suggested process is as follows:

A. The Pastor, the Parish Catechetical Leader, and the Faith Formation Commission complete the feedback questions in preparation for the performance feedback meeting. A copy of the role description and yearly objectives/goals are provided for each.

B. During the review meeting the Pastor, the Parish Catechetical Leader, and the Faith Formation Commission:

▸ discuss their responses

▸ affirm the accomplishments of the year

▸ identify and address problems

▸ determine potential goals and areas for growth or improvement

▸ plan for the coming year

C. At the close of the meeting, they complete and sign a summary of the key points of the discussion:

▸ accomplishments

▸ areas for growth

▸ potential role modifications

▸ areas for development

D. A copy of the next year's objectives and a revised role description (when finalized) should be attached to the summary.

**Feedback Reflection Questions**

*(After reflection on the role description, answer the following questions to be brought to the performance feedback meeting.)*

1. How has the Parish Catechetical Leader fulfilled his or her responsibilities as articulated in the role description and objectives? Note some specific examples.

* Area of DESIGNING
* Area of DEVELOPING
* Area of DIRECTING
* Area of EVALUATING

2. What have been the major accomplishments of the Parish Catechetical Leader this past year?

3. How does the Parish Catechetical Leader utilize planning skills: visioning for the future, long-range planning, organization, and coordination for implementation

4. How does the Parish Catechetical Leader relate to other members of the staff and to parishioners? How does he or she collaborate and communicate with others?

5. How has the person demonstrated:

▸ accountability?

▸ responsibility?

▸ dependability?

▸ flexibility?

6. How could the Parish Catechetical Leader enhance or improve his or her ability to minister?

7. What assistance/support/resources will be offered to aid this Parish Catechetical Leader in fulfilling his/her responsibilities?

1. What classes, workshops, professional, spiritual, and personal opportunities has the Parish Catechetical Leader participated in this past year?

9. Additional reflections:

**Annual Performance Feedback Summary**

A. After the performance feedback session, the Pastor, the Parish Catechetical Leader, and the Faith Formation Commission complete and sign this summary of the key points of the discussion:

* 1. Accomplishments & strengths
  2. Areas for professional growth (knowledge, skills, etc.)
  3. Potential role modifications
  4. Areas for program development
  5. Assistance, support, resources requested

B. A copy of the next year's objectives and a revised role description (when finalized) should be attached to the summary.

C. The Parish Catechetical Leader receives a copy for his/her personal file.

D. A copy is maintained in the local personnel file.

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(Parish Catechetical Leader) (Date)

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(Pastor/Pastoral Life Coordinator) (Date)

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(Faith Formation Commission, Chairperson) (Date)