

Parish Evaluations Forms

PARISH EVALUATION OF CRITERIA FOR PLANNING

Please use the pages that follow to do two things:

INITIATE

To **initiate** prayer and faith-sharing experiences based on the major topics of the Criteria for the Planning Process.

EVALUATE

To **evaluate** your parish’s experience in the following areas:

- Sacramental Life
- Evangelization, Catechesis & Catholic Schools
- Communal Life
- Stewardship & Leadership

Your evaluations will be used for cohort planning.

Name of your parish:

City:

Names of other parishes in cohort to which your Parish belongs:

Name of your cohort parish:

City:

Name of your cohort parish:

City:

Name of your cohort parish:

City:

Name of your cohort parish:

City:

Name of your cohort parish:

SACRAMENTAL LIFE

<p>Criterion 1: The Eucharist is the source and summit of the Christian life. The Sunday celebration of the Eucharist is, therefore, the center of parish life, and should be given the primary focus of the parish’s attention, energy and resources. Following appropriate preparation, the other sacraments should be celebrated with fitting dignity.</p>			
<p>Indicators:</p>	<p>Present Activity:</p>	<p>Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate</p>	<p>Notes for Planning:</p>
<p>a. Number of Saturday/Sunday Masses is appropriate for the size of the congregation.</p>	<p>Six (6) Masses.</p>	<p>1 = Very Good</p>	<p>Maintain.</p>
<p>b. Diversity of ministries – each serving in the proper liturgical role, and one role at a time.</p>	<p>Due to number of persons, there is shortage and overlap.</p>	<p>1 = Very Good</p>	<p>Maintain. Recruit Extraordinary Ministers of the Eucharist, Ushers, and Lectors.</p>
<p>c. The clergy, music ministry, readers and ushers all working together to bring about the full, conscious and active participation of the assembly. <i>(Active singing, responses, listening, praying--not spectators).</i></p>	<p>Continuous encouragement of congregation.</p>	<p>1 = Very Good</p>	<p>Maintain. Recruit Extraordinary Ministers of the Eucharist, Ushers, and Lectors.</p>
<p>d. Homilies are well prepared, relevant and engaging; they help the faithful to apply the Word of God to their own lives.</p>	<p>Status quo.</p>	<p>1 = Very Good</p>	<p>Maintain and further articulation with our Deacons.</p>
<p>e. Each year, the attendance at Masses increasing. <i>(Indicating that people are actively engaged in the worship experience, and they bring their family/friends).</i></p>	<p>Promotion thru Religious Education and School families.</p>	<p>2 = Adequate</p>	<p>Further articulate thru Religious Education & School. Address via Pastor’s weekly newsletter. Monitor available data.</p>
<p>f. Celebrations of the other sacraments all derive from, and point to, participation in the Sunday assembly and the celebration of the Eucharist on a regular basis.</p>	<p>Offer Sacraments at Mass.</p>	<p>1 = Very Good</p>	<p>Maintain.</p>

<p>g. Parishes with more than one language group develop strong Sunday celebrations and also devotional practices in each language – and— develop a way to pray together for the Triduum and other special celebrations throughout the year so that they have the experience of being one Body in Christ.</p>	<p>Mass available for 2nd largest ethnic group. International Night Mass & Celebration.</p>	<p>1.5 = Adequate-to-Very Good</p>	<p>Continuously monitor the percentage of non-English speaking Catholics.</p>
<p>h. Parish clergy and pastoral care ministers provide the sacraments of the Eucharist, Penance and Anointing of the Sick for patients of a hospital, residents of nursing homes and correctional facilities within its territory regularly.</p>	<p>On-going.</p>	<p>1 = Very Good</p>	<p>Recruit parishioners to assist. Add Masses at Nursing Homes.</p>

EVANGELIZATION, CATECHESIS & CATHOLIC SCHOOLS

Criterion 2: Every activity undertaken by the parish community is “suitably channeled for the evangelization of today’s world rather than self-preservation.” (<i>Evangelii Gaudium</i> , # 27).			
Indicators:	Present Activity	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning
a. The Parish is growing. New parishioners join the parish; school and/or religious education enrollments are increasing, and baptisms exceed funerals.	Continuous registration and welcoming of new parishioners.	2 = Adequate	Recruit students to School and Religious Education thereby bringing new families to parish.
b. The registration of new parishioners is a personal process involving more than just completing forms.	Available online, in-person, and via phone.	2 = Adequate	Revise registration form and other paperwork for ease of use.
c. Baptisms, Godparent/Sponsor forms, Weddings, Funerals are appreciated as opportunities for establishing relationships with the individuals and families that are critical to the evangelization process. Making arrangements and preparations are organized accordingly.	Strong.	1 = Very Good	Maintain.
d. The Parish has a developed RCIA team and a year-round process for the initiation of adults and children over the age of 7 years.	Strong.	1 = Very Good	Maintain.
e. The Parish offers practical ways for parishioners to grow in their life with Christ; includes Bible Study, Small Group Faith-Sharing, Retreats / Programs, Book studies, Prayer groups, Spiritual reading and recordings that can be used independently.	Strong and continuous.	1.5 = Adequate-to-Very Good	Continuous improvement of advertising and public relations.
f. There is intentional outreach that is bringing Inactive Catholics back to regular practice.	Under discussion for scope of over 2000 parish families.	3 = Needs Improvement	Involve Pastoral Council for evangelization.

EVANGELIZATION, CATECHESIS & CATHOLIC SCHOOLS

<p>Criterion 3: Beginning in the Catholic home and continuing with Catholic schools and/or religious education programs, life-long faith formation is undertaken with enthusiasm and the responsibility is shared by the whole parish community. Adult faith formation is a critical part of this endeavor.</p>			
<p>Indicators:</p>	<p>Present Activity</p>	<p>Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate</p>	<p>Notes for Planning</p>
<p>a. Catechetical programs attend to all six tasks: Promoting knowledge of the faith, Liturgical education, Moral formation, Teaching to pray, Education for Community Life, Missionary initiation.</p>	<p>Strong.</p>	<p>1.5 = Adequate-to-Very Good</p>	<p>Maintain and increase.</p>
<p>b. Religious Education and Sacramental Preparation of Children is accomplished in cooperation with, and in support of, the parents as primary educators in the faith.</p>	<p>Strong.</p>	<p>1.5 = Adequate-to-Very Good</p>	<p>Maintain and increase.</p>
<p>c. The Parish has a professionally-prepared, qualified Catechetical Leader; and well-trained catechists who actively give witness to the faith by the lives they live themselves.</p>	<p>Strong.</p>	<p>1.5 = Adequate-to-Very Good</p>	<p>Recruit and professionally develop teachers.</p>
<p>d. The Parish is explicit in its encouragement to enroll children in Catholic Schools, and makes its commitment to Catholic schools concrete through ongoing financial contributions (<i>subsidy or co-sponsorship</i>).</p>	<p>Increased marketing Approach.</p>	<p>2 = Adequate</p>	<p>Continue.</p>
<p>e. The Parish is developing a Comprehensive Youth Ministry model with a designated Youth Ministry Leader and Team, and budgets appropriately for it; or collaborates with area parishes to bring about the same.</p>	<p>N/A</p>	<p>3 = Needs Improvement</p>	<p>Rebuild.</p>

<p>f. The Parish undertakes continuous Adult Faith Formation Programs for all ages and phases of life.</p>	<p>Continuous.</p>	<p>2 = Adequate</p>	<p>Further marketing.</p>
<p>g. Provision is made to accommodate non-English speaking Catholics in their native language, if not at the parish then at a nearby parish with particular ministry for that group.</p>	<p>A limited # of language groups exists that are large in scope.</p>	<p>2 = Adequate</p>	<p>Monitor available data. Recruit volunteers to assist w/non-English speaking members.</p>

EVANGELIZATION, CATECHESIS & CATHOLIC SCHOOLS

Criterion 4: The Parish utilizes effective methods of communication, especially social media, to build community, to inform and motivate parishioners and to attract newcomers.			
Indicators:	Present Activity	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning
a. The telephone at the parish is answered by a person during normal business hours.	Adequate.	2 = Adequate	Restructure telephone voicemail directory; review w/Office personnel.
b. A simple-to-follow telephone system provides mass times, announcements, and voicemail access when parish offices are closed.	Adequate.	2 = Adequate	Restructure telephone voicemail directory; review w/Office personnel.
c. Phone messages are returned within 24 hours.	Adequate.	2 = Adequate	Restructure telephone voicemail directory; review w/Office personnel. Monitor.
d. The Parish website is well-developed, inviting, and user-friendly. Information is kept fresh; updated and content is reviewed weekly.	Strong.	1.5 = Adequate-to-Very Good	Continuous improvement. Timely revisions.
e. The Parish website includes a link to the Diocese of Trenton website.	Strong.	1 = Very Good	Maintain.
f. The Parish uses the weekly bulletin to educate and inform parishioners.	Contains all necessary elements.	2 = Adequate	Refresh. Enhance. Revisit format.
g. The Parish utilizes social media effectively to engage parishioners and visitors.	N/A.	N/A	Evaluate / research.
h. The Parish uses methods for group communication: email distribution, text-message distribution, or phone message delivery system.	N/A.	N/A	Evaluate / research.

i. Signage and advertisements communicate a consistent message of welcome.	Strong.	1 = Very Good	Continuous and further evaluation for constant improvement.
j. The Parish communications methods utilize English and any other language spoken by a significant population within the parish.	N/A.	N/A	Monitor available data.

COMMUNAL LIFE

Criterion 5: The Parish reaches out with compassion to individuals and families with particular needs.			
Indicators:	Present Activity:	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning:
a. The Parish nurtures marriages and encourages the family as the domestic church.	Strong.	1.5 = Adequate-to-Very Good	Continue Anniversary recognitions.
b. Clergy and parishioners visit those who are sick or homebound, celebrate the Sacrament of the Anointing of the Sick and bring Communion when requested.	Strong. Training of Extraordinary Ministers of the Eucharist, in order to promote.	1 = Very Good	Continue to rebuild and recruit.
c. The Parish upholds the dignity of all human life from conception to natural death by its teaching, witness, and its advocacy efforts.	Strong and ever present.	1 = Very Good	Maintain.
d. The Parish provides care and companionship to the grieving, those caring for those who are ill or disabled and their family members, and assists those in need; or collaborates in ministry with surrounding parishes to accomplish the same.	Strong Funeral Ministry. Handicap access. Strong St Vincent DePaul Ministry.	1.5 = Adequate-to-Very Good	Improve and further handicap access. Consider adding a Bereavement Ministry. Promote collaboration from other deanery parishes with assistance.
e. The Parish collaborates with those who minister on college campuses, and those who work in other Catholic ministries or organizations within their geographical area.	Jersey Shore University Medical Center.	1 = Very Good	Promote collaboration from other deanery parishes with assistance.
f. The Parish is a “good neighbor” – participating in ecumenical, interfaith and civic initiatives in support of the common good.	Sporadic.	2 = Adequate	Case-by-case involvement.

COMMUNAL LIFE

Criterion 6: Under the leadership of the pastor and pastoral team, the parishioners work to achieve a sense of unity within the parish, while appreciating the diversity of cultures, of experiences, and of worship preferences and styles.			
Indicators:	Present Activity:	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning:
a. The Parish is intentionally welcoming, inclusive and hospitable.	Strong.	1 = Very Good	Maintain.
b. The integration of groups into the parish, forming a community of communities—not isolated on their own, or assimilated into the general parish—is the goal toward which the parish is working.	International Night Mass and Celebration. Ministry Fairs.	1.5 = Adequate-to-Very Good	Maintain. Further advertisement and public relations.
c. Clergy, parish staff, and key leaders are trained in intercultural competency.	Trained as needed.	2 = Adequate	Monitor and evaluate data.
d. Ministry among non-English speaking Catholics extends beyond just the celebration of mass and is offered in other languages.	N/A	N/A	Evaluate as needed.
e. Non-English speaking Catholics are treated as equal members of the parish.	Strong.	1 = Very Good	Maintain.
f. Adequate resources are devoted to spiritual development and the development of leaders within each cultural group in the parish community.	As needed.	1.5 = Adequate-to-Very Good	Further evaluate as needed.

STEWARDSHIP & LEADERSHIP

Criterion 7: Members of the Parish identify/see themselves as disciples and practice stewardship; they express a sense of shared responsibility for mission and for the life of the parish and Diocesan communities.			
Indicators:	Present Activity:	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning:
a. The Congregation is presently of sufficient size and age distribution to undertake the full range of parish liturgical, catechetical, pastoral care and outreach ministries.	Adequate based upon the #'s of those choosing to be involved.	1.5 = Adequate-to-Very Good	Advertise for volunteers.
b. At least 40% of registered households financially support the parish.	Adequate.	2 = Adequate	Increased offertory.
c. The Parish operates within its ordinary income (<i>no deficit spending</i>) and is current with all diocesan assessments, benefits, and insurances (<i>no debt to the diocese</i>).	Keeping current.	3 = Needs Improvement	Pay what is owed. Continuous planning with Finance Committee. Continued utilization of auto-pay system for debtors.
d. New people are constantly invited to participate in ministry and leadership.	Strong invitational approach.	1 = Very Good	Encourage and recruit volunteers. Advertise and promote awareness of ministries.
e. The Parish employs intentional strategies for engaging young adults (<i>18–35 years of age</i>) in the life and ministry of the parish.	With current Adult Faith Formation.	3 = Needs Improvement	Cater to younger adults and rebuild youth ministry.
f. Parishioners undertaking ministry initiatives are properly trained and supervised.	Informal mentoring case-by-case.	1.5 = Adequate-to-Very Good	Continue informal mentoring.
g. The Commitment to Protect Children and Youth is evident in the procedures of the parish, and in the training and background checks of all clergy, parish staff and youth-serving volunteers.	Strong.	1 = Very Good	Maintain.

STEWARDSHIP & LEADERSHIP

Criterion 8: Parish priests, deacons, religious and lay staff serve the Parish community’s needs and effectively lead it in mission.			
Indicators:	Present Activity:	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning:
a. The priest(s) assigned to the parish care for the parishioners as the Good Shepherd cares for his flock; they are available and present to the people of the parish.	Strong.	1 = Very Good	Maintain.
b. Pastors share the responsibility for pastoral ministry in a parish with a pastoral team, which may include other priests, deacons, religious or lay pastoral associate/assistants, Director of Religious Education, Youth Minister, etc. The Pastor is not the only pastoral minister for the parish.	Strong.	1 = Very Good	Maintain.
c. Priests are able to take a day off every week, overnights as prescribed, and vacation periods a few times a year.	Strong.	1 = Very Good	Maintain.
d. The Parish has a qualified Business Manager; or shares one with a nearby parish.	Adequate.	2 = Adequate	Continuous strong working relationship between business manager and accountant.
e. Responsibilities are clearly defined (<i>job descriptions</i>) and feedback for improvement is offered (<i>annual evaluation</i>).	Underway.	2.5 = Needs Improvement-to-Adequate	Better structure job descriptions and personnel evaluation process.

STEWARDSHIP & LEADERSHIP

Criterion 9: Facilities are adequate and well-maintained.			
Indicators:	Present Activity:	Rating Scale: Rate your parish’s present activity 1 = very good 2 = adequate 3 = needs improvement 4 = inadequate	Notes for Planning:
a. All facilities and surrounding environments (<i>sidewalks, stairs, etc.</i>) are well maintained and kept in good repair; there is nothing that poses a risk to the health and safety of parishioners, employees or others who may visit the parish.	Underway with action plans in place.	2 = Adequate	Undergo and expedite action plans.
b. Facilities are handicap accessible.	Strong.	1 = Very Good	Evaluate and plan auto-door installations.
c. The Parish has developed and follows a written “Repair and Maintenance Plan.”	Underway.	2 = Adequate	Formalize written plan.
d. A minimum of 5% of ordinary income is set aside annually as reserve for major repairs/replacement of HVAC and other systems.	Strong.	1 = Very Good	Maintain.
e. Facilities are appropriate for the size of the congregation, its regular worship and adequately meet the needs of parish life.	Strong.	1 = Very Good	Maintain.
f. Parking is adequate, properly lighted, and well-maintained.	Underway.	1.5 = Adequate-to-Very Good	Pave.
g. Signage clearly identifies buildings, offices, entrances and exits.	Adequate.	2 = Adequate	Evaluate and improve with further signage.
h. The property (<i>landscaping, hardscapes and building exteriors</i>) looks cared-for and inviting to parishioners and visitors.	Underway.	1.5 = Adequate-to-Very Good	Evaluate and plan improvements.

Parish Summary Report Form

Name of Parish Holy Innocents City Neptune

In **50 words describe the uniqueness of your parish**, highlighting important historical or cultural aspects which the Diocesan Planning Commission would want to know.

Holy Innocents exemplifies the strength of a diverse community of various races/nationalities; diversity being of worldly character. We offer a very welcoming environment thanks to our clergy/lay ministers and school, and a welcoming physical environment due to our “no stairs” design (accessibility for the handicapped/funeral processions) and spacious grounds.

After evaluating your parish based on the Criteria for Planning, what do you consider your **three greatest strengths**?

1. **RCIA, CCD and School, and their leadership.**
2. **Very active Saint Vincent DePaul ministry.**
3. **Caring and exceptional clergy.**

Based on the Criteria for Planning, what are **three areas where you hope to improve**?

1. **Youth programs.**
2. **Strengthen volunteerism and participation in ministries and events.**
3. **Transparency of information and data regarding ministries and finances.**

HOW IS YOUR PARISH STAFFED TO ACCOMPLISH ITS MISSION?

Please list all paid positions and check if they are full or part time.

Paid Ministry Positions (List Principal by name and the number of teachers in Catholic School)

Name of Position	Full/Part time	Check, if shared with another parish
Example:		
<i>Youth Minister</i>	<i>Full time</i>	<i>X</i>

1. **Principal (Cynthia Reimer) Full Time**
2. **Director, Religious Education (DRE) Full Time**
3. **Teachers (~16) Full/Part Time**
4. **Chef / Youth Minister Full Time**
- 5.

Paid Support Positions (i.e. Secretary, Bookkeeper, Maintenance, etc.)

Name of Position	Full/Part time	Check, if shared with another parish
Example:		
<i>Secretary Religious Ed.</i>	<i>Part time</i>	

1. **School Secretary Full Time**
2. **School Secretary Part Time**
3. **Parish Secretary (2) Full Time**
4. **Maintenance Manager Full Time**
5. **Religious Ed. Secretary Part Time**
6. **Business Manager Full Time**
7. **Organist Part Time**

Non-paid Ministry Positions

Name of Position Full/Part time Check, if shared with another parish

Examples:

Organist *Part-time*

Youth Minister *Part-time*

1. **Pastoral Associate** **Part Time**

2. **Deacons (3)** **Part Time**

3. **Ministry Leads (~18)** **Part Time**

4.

5.

Non-paid Support Positions

Name of Position Full/Part time Check...if shared...

Example:

Secretary Religious Ed. *Part time*

1.

2.

3.

4.

5.

Is there anything else you want the Diocesan Planning Commission to know about your parish that impacts long term planning for you and/or the Diocese of Trenton?

There is a significant need for assistance with the Jersey Shore University Medical Center. It is much too large an undertaking for one parish to handle. This hospital is a Level II Trauma Center and is currently building a large oncology ward which will more than double our Holy Innocents' current responsibility. Also we cover seven (7) Nursing Homes regularly, and have very little support from our Deanery.

Parish Input Checklist

COUNTY: Monmouth PARISH: Holy Innocents

CITY: Neptune

CHECK LIST

- | | | |
|---|---------------|--|
| 1. Bulletin Inserts | <u> X </u> | How Often? 3-4 |
| 2. Bulletin Article | <u> X </u> | How Often? 3-4 |
| 3. Pastor/Administrator or Core Team Letter | <u> X </u> | How Often? 1 |
| 4. Prayers of the Faithful | <u> </u> | How Often? <u> </u> |
| 5. Parish Website | <u> X </u> | How Often? On-Going |
| 6. Town Hall Meetings | <u> </u> | How Often? <u> </u> |
| 7. Small Group Meetings
(other than the Core Team) | <u> </u> | How Often? <u> </u> |
| 8. Sub-Committee Meetings | <u> </u> | How Often? <u> </u> |
| 9. Parish Surveys | <u> X </u> | How Often? Feb20 – Mar6 |
| 10. Other | <u> X </u> | How Often? Publications of survey results |

Which approach or approaches were most effective and why?

Pastor and Core Team exposure and presentation to parishioners at Masses serves as a captive audience.

Is there any approach you would consider a “Best Practice?”

Same as above; exposure and presentation by Pastor and active laity who are fixtures in the Parish are best and well-received.

Is there anything else you want to say?

Equally the availability, ease of use, and well-presented website.

Thank You! Please send your feedback to Sherrie Sporek at sspore@Dioceseoftrenton.org by March 1, 2016.