

EVALUATION GUIDELINES

At the end of each year, leadership and staffs will come together to evaluate the cluster.

First Year

- During the first six months, the parishes will work with the pastor to implement the operational and liturgical recommendations made in the transitional plan.
- In the first six months, the pastor will get to know the staff in the parishes and the gifts of each individual and how they may be used for the common good of the cluster. A “Cluster Staffing Model Worksheet” is available to facilitate this.
- The pastor is encouraged to implement cluster parish staff meetings and informal gatherings such as luncheons. This will allow for:
 - Staff to come to know each other.
 - Staff to share in ministry together.
 - Staff to come to know the parish communities and their needs, as well as the neighborhood needs.
 - Staff to determine additional training and development that they need as a team.
 - The development of team ministry within the cluster.
 - A better use of the pastor’s time.
- The parish staffs will participate in a one-day planning retreat to evaluate all the ministries in the cluster and to determine where possible ministries should be consolidated. For example: an evaluation could be made to determine if one Senior program, one bookkeeper, etc. would serve the cluster of parishes more effectively than would individual ministries or staff in each parish in the cluster. Staffing recommendations will be made to the stewardship commissions for budget consideration for the coming fiscal year.
- The Parish Pastoral Councils will evaluate their parish using the evaluation *What a Parish is, What a Parish Does, and What a Parish Needs*; they will create or reclaim a mission statement and develop a parish plan with goals and objectives for the next three years.
- The Parish Pastoral Councils of the cluster parishes will meet to share their parish plan, to develop joint goals that will foster collaboration between the parishes for the mission of the church, and to review parish calendars to eliminate overlapping events. The Parish Pastoral Councils need to keep in mind and respect the time of the pastor. For example, two fundraisers should not occur within the same month.
- Each Stewardship Commission of the cluster parishes will meet at least quarterly with the pastor to review the parish budgets and plant operations to determine good stewardship of resources. They will identify systemic ways to streamline or eliminate duplicated costs; for example: snow removal, maintenance, supplies, etc.

Second Year

- The parish staffs will implement staffing recommendations determined in year one. They will continue to work cooperatively and develop collaborative programs for the common good.
- The Parish Pastoral Councils of the cluster parishes may begin to form one joint Parish Pastoral Council.
- The cluster parishes will maintain separate Stewardship Commissions and continue to meet at least quarterly.
- At the end of the fiscal year the Parish Pastoral Councils will evaluate their cluster arrangement, determine its strengths and weaknesses, and develop additional cooperative goals. They will report their findings to their parishioners and the vicar, regional bishop and the Vicariate Pastoral Council.
- The Pastor of the cluster parishes should provide a “state of the cluster” address for parishioners, which would articulate a pastoral vision for the cluster parishes.
- Each Stewardship Commission of the cluster parishes will continue to meet at least quarterly with the pastor to review the parish budgets and plant operations to determine good stewardship of resources. Special consideration should be given to the use of the buildings in relationship to the cluster. If there are schools involved in the cluster, then they should evaluate enrollment, tuition, and financial liability in each parish.

Third Year

- In the middle of the fiscal year the pastor, pastoral staff, and parish leadership will come together to evaluate and to determine if, as a parish and a cluster, they are building a life-giving and healthy parish community. They should use the criteria set forth in *What a Parish is, What a Parish Does, and What a Parish Needs*. It is important that they review the past four years (status before becoming a cluster, the transition period and the past two years as a cluster).
- The parish leadership of the cluster parishes will come together and share their evaluations. They will develop ways to build on their strengths and to address their weaknesses.
- A written cluster evaluation should be shared with the parishioners, the vicar, regional bishop and the Vicariate Pastoral Council for feedback.
- If it should be determined that the cluster arrangement is not life-giving then the parishes need to reformulate the parish/cluster within the next two years with the assistance of the Department of Parish Life & Services.