

Formation for Ministry End of Program Packet



“I have called You by name...You are Mine.” Isaiah 43

Thank you for your dedicated time and faithfulness in completing two years of study. Enclosed are the final papers needed for commissioning. Check them off as completed ***and Signed*** and mail them promptly to insure that they are received by the Formation for Ministry Program by the due date on your schedule.

These papers must be completed and signed by both you and your pastor.

- 1. Pastor’s Evaluation of Candidate for Commissioning**
- 2. Pastor’s Recommendation**
- 3. Candidate’s Self-Evaluation**
- 4. Service Agreement**
- 5. Ministerial Job Description**
- 6. Your Evaluation of Formation for Ministry Program**

FORMATION FOR MINISTRY

PASTOR'S EVALUATION OF CANDIDATE FOR COMMISSIONING AND CERTIFICATION DUE JUNE 15

Candidate's Name: _____

Expected Area of Ministry: _____

Parish: _____ City: _____

With reference to the candidate in question, please check those words or phrases which seem appropriate.

Degree of Responsibility

___ Strives to be continually open to God's will and His Spirit

___ Freely chooses and assumes responsibility for his/her choices

___ Actively seeks responsibility

___ Generally cooperative

___ Sometimes reluctant

___ Actively resists responsibility

___ Understands the church as a community of faith

___ Shows leadership in guiding others to live as responsible members of a community of faith

___ Uses opportunities which arise to foster group cohesiveness

___ Is usually dependable

___ Generally unreliable

Comments: _____

Openness To Guidance

- ___ Able to receive criticism and give feedback
- ___ Manifests skills and/or specific training in specialized ministry
- ___ Has completed the thirty hours of supervised ministry
- ___ Passive
- ___ Moderately resistant
- ___ Highly defensive

Comments: _____

Participation in the Life of the Parish or other Institution

- ___ Listens effectively, showing empathy, compassion and warmth
- ___ Copes well with feelings in self and others
- ___ Able to give a Catholic interpretation to the experience of life
- ___ Has demonstrated a mature commitment to Jesus Christ and His Church, particularly to the Church, the Diocese of Ogdensburg.
- ___ Reflects through his/her behavior a personal relationship with the Lord and an ever growing life of prayer.
- ___ Understands and accepts the reality that he/she is not an isolated individual but part of a community of persons who share together, plan together, pray together and are deeply concerned about one another.
- ___ Thoroughly involved
- ___ Adequately involved
- ___ Participates minimally

Comments: _____

Additional comments pastor would like to include:

**RECOMMENDATION FOR COMMISSIONING
AS A LAY MINISTER IN OUR PARISH.**

As pastor of: _____
(Name of Candidate)

Please Check:

___ **I recommend**

___ **I do not recommend**

that he/she be commissioned and certified as a lay minister in the Diocese of Ogdensburg

(Pastor's Signature)

(Date)

General comments of candidate in regard to Sponsor's or Supervisor's evaluation:

(Candidate's Signature)

(Date)

FORMATION FOR MINISTRY
CANDIDATE'S SELF-EVALUATION

Candidate's Name: _____

Expected Area of Ministry: _____

Parish: _____ City: _____

Respond to each question as specifically as possible. After dialogue with your pastor, return the evaluation to the Director of Formation for Ministry Program.

A. Spiritual Growth:

1. To what extent have you grown spiritually through the program?

2. How will you continue with your spiritual growth after commissioning?

B. Pastoral Growth

1. How have you grown in your desire to accompany others?

2. What personal gifts assist you with accompanying others?

3. What are the biggest challenges you face in accompanying others?

4. How have you felt about your relationships with pastor and/other parish staff?

5. Comments of pastor to candidate's responses:

(Candidate's Signature)

(Date)

(Pastor's Signature)

(Date)

FORMATION FOR MINISTRY

Service Agreement For Commissioned Lay Ministers Due June 15

Name: _____ *Parish:* _____

A Commissioned Lay Minister in the Diocese of Ogdensburg is a member of a parish who, by baptismal commitment, through prayer, discernment, training and the support of the community both requests and accepts the call of the Bishop to share in the mission of the church.

Accountability

The pastor agrees to:

- Provide the opportunity, encouragement and supervision of the ministry assigned him/her
- Review and evaluate this agreement at least annually

The lay minister agrees to:

- Give sufficient time to accomplish the ministry tasks in the accompanying job description
- Engage in ongoing discussion with the pastor regarding the ministry and time to be spent

On-Going Formation:

The commissioned lay minister is encouraged:

- To continue spiritual formation by regular consultation with a personally chosen spiritual director;
- To attend workshops provided throughout the diocese to enhance personal growth and ministry;
- To pursue continuing education in Theology, Scripture, Spirituality and areas related to ministry.

Comments: _____

Date

Lay Minister

Date

Pastor

FORMATION FOR MINISTRY

Ministerial Job Description

Due June 15

This JOB DESCRIPTION should be completed with the candidate and the pastor, encompassing the ministry the newly commissioned minister will be engaged in. Newly commissioned lay ministers are entitled to frequent supervision and consultation.

Name: _____

Parish: _____ **City:** _____

Ministry Area: _____

Responsible To: _____

Pastor

Ministerial Job Description:

(List all activities noting all pertinent details to fulfilling any responsibilities)

(Use other side if needed)

Pastor's Signature: _____ **Date:** _____

Candidate's Signature: _____ **Date:** _____

Candidate Evaluation Of Formation for Ministry Program Due June 15

Name: _____

Ministry: _____

Parish: _____

Location: _____

As you complete the Formation for Ministry program, we ask that you please complete this questionnaire. Please return the completed form to the program director.

Overall, were you satisfied with the program?

YES

NO

Circle your responses to the following questions:

1=Very Poor 2=Needs Improvement 3=Sufficient 4=Good 5=Excellent

1. I was prepared for my chosen ministry through the classes and workshops.

1 2 3 4 5
2. The courses equipped me with the knowledge needed to be effective in my ministry.

1 2 3 4 5
3. Rate the effect Formation for Ministry has had on your spirituality and life journey.

1 2 3 4 5
5. Rate the degree to which you can apply what you learned in Formation For Ministry.

1 2 3 4 5
6. Rate the degree to which Formation for Ministry has affected your involvement in your parish.

1 2 3 4 5
7. Rate the degree which the workshops and retreat have helped you in your program.

1 2 3 4 5
8. Rate the support and encouragement you received from your pastor.

1 2 3 4 5
9. Rate overall the Formation for Ministry Program's effectiveness in equipping you for ministry within your parish.

1 2 3 4 5
10. How would you describe the on line class experience?

What I really liked about the Formation for Ministry Program was:

In retrospect, are there any skills or information that were not discussed or not sufficiently covered in the classes or workshops that would have been helpful in your ministry?

YES

NO

If Yes, please comment:

What improvement would you make in the program?

How did you hear about the Formation for Ministry Program?

Bulletin

Pulpit

Lay Minister

Pastor

NCC Paper

Poster

Other: _____

Additional Comments:
