

Let Your Light Shine

Annual Self-Evaluation Questionnaire

This resource is designed to assist individuals, groups and parish faith communities to reflect on their efforts to implement the *Jesus Communion Mission* vision and the nine priorities of the Archdiocese.



This Annual Self-Evaluation Questionnaire is a resource identified within the *Let Your Light Shine* document of the Archdiocese of Brisbane (The Reviews we undertake p.24) as part of the ongoing review process that each body in the Archdiocese is invited to undertake.

This diagnostic tool supports individuals and church groups in their efforts to undertake a brief, yearly, indicative assessment of what they have achieved, as well as noting the difficulties encountered and recognising critical needs requiring attention. This reflection process provides a guide for framing new goals for the following year. It is intended for local use only but will prove helpful in completing more formal reports in 2005 and 2007.

This questionnaire can be downloaded from the resources section of the *Let Your Light Shine* website located at: www.bne.catholic.net.au/lyls or can be emailed on request from: niemij@bne.catholic.net.au or print copies mailed on request from Ph. 33369323

<p>1. Dimensions Ensure your goals reflect a balance among the three dimensions.</p>	<p>2. Nine Priorities It is not intended that you would attempt to undertake goals in each of the priorities each year.</p>	<p>3. Goals/Projects/Activities Name the particular goals/projects you set yourself in 2004 in implementing one or more of these nine priorities. Alternatively, look at the range of existing activities supporting these priorities.</p>	<p>4. Achievement of Goals/Projects How well did you achieve each of your stated goals? Rate yourself on a scale of 1-5 (5=highly effective)</p>
<p>Embrace the Person and Vision of Jesus</p>	<p>What are we doing to help Catholics to embrace the person and vision of Jesus ?</p>		
	<p>What are we doing to help young people through a set of faith development opportunities to integrate their faith with everyday experience ?</p>		
<p>Build Communion with God and Others</p>	<p>What are we doing to make liturgy vibrant, meaningful and inclusive ?</p>		
	<p>What are we doing to develop welcoming, inclusive communities to which people are drawn and have a strong sense of belonging ?</p>		
	<p>What are we doing to promote, support and resource pastoral leadership at all levels ?</p>		
	<p>What are we doing to accept, value and use the initiative of small groups to nurture and support people on their faith journey ?</p>		
<p>Engage In Jesus' Mission in Our World</p>	<p>What are we doing to help Catholics recognise and value the impact of their everyday Christian living on building a better world ?</p>		
	<p>What are we doing to communicate the person and message of Jesus and the works of the Church effectively in wider society ?</p>		
	<p>What are we doing to create a deep awareness of and commitment to social justice and social welfare among Catholics throughout the Archdiocese ?</p>		

A suggested process for completing this self-evaluation questionnaire

Step 1: Name the goals / projects / activities you undertook during 2004

In Column 3

either name the goals/projects you have set yourself in 2004

or name the range of existing activities related to the nine priorities that you have undertaken this year

You might find the question related to the each of the nine priorities in column 2 helpful in determining which goals / projects / activities are applicable. Limit this task to those priorities that you have specifically targeted during 2004.

Step 2: Rate the effectiveness of each goal / project / activity named in Step 1.

In Column 4

apply a simple 1-5 scale (with 5 = highly effective) to rate each of the goals/projects/activities named in column 3. Use the following focus question:

How effective has your implementation of each goal/project/activity been in achieving its respective priority ?

Step 3: Identify the key learnings from your implementation initiatives.

In Column 5

jot down in note form, key learnings from your experience of seeking to implement your goals / projects / activities during 2004. It may be helpful to focus on the following questions:

What difficulties have you encountered in implementing these goals / projects / activities ?

What is a key learning of your successful implementation of these goals / projects / activities ?

Step 4: Discern the most critical needs your group/community faces in 2005 ?

In Column 6

make a list of the key issues / needs that need to be addressed by your group / community as a matter of priority during 2005. Include them in column 6 next to the priority that best relates to them. This step may require consultation with other members of your group / community (eg pastoral council) to ensure that the list of critical needs is generally shared and supported.

Step 5: Name the goals / projects / activities that you will pursue in 2005 ?

In Column 7

list the goals / projects / activities selected to address the critical needs identified in step 4.

Match these with their relevant priorities and locate them in their relevant spaces.

Where possible, try to ensure that there is a balance of your efforts across each of the *Jesus Communion Mission* dimensions and the nine priorities over several years.

Please note, that this questionnaire is best formatted as a folded A3 sheet (printed both sides) with pages 2 and 3 in the centre or if printed as 4 single A4 pages, place pages 2 and 3 beside each other to access the complete table.