**Deacon’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The deacon and his ministry supervisor should each complete this ministry evaluation form. After both have considered the ministry of the deacon, they should hold a joint meeting to discuss their evaluation. This meeting would then be a prelude to clarifying the ministerial expectations for the following year. The intention of this evaluation is to insure that open communications are continuing between the ministry supervisor and the deacon. Furthermore, through honest evaluation, this process is intended to help the deacon grow in his skills and in the service he renders to the people of the Archdiocese through his assignment.

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| --- | --- | --- | --- | --- |
|  |  | Exceeds Expectations | Fulfills Expectations | Requires Attention |
|  | Ministry of the Word |  |  |  |
| 1. | Preaching — content of the deacon’s homilies |  |  |  |
| 2. | Preaching — delivery of the deacon’s homilies |  |  |  |
| 3. | Theological preparation: continuing theological reflection |  |  |  |
|  | Ministry of the Liturgy |  |  |  |
| 4. | Liturgical presence and comfort with the liturgy |  |  |  |
| 5. | Presiding: skills in leading the community at prayer |  |  |  |
| 6. | Flexibility: ability to adapt in the context of liturgy |  |  |  |
|  | Ministry of Charity |  |  |  |
| 7. | Concern for the marginalized: for those in need |  |  |  |
| 8. | Advocacy: stance on behalf of the poor and marginalized |  |  |  |
| 9. | Administration: ability to organize and lead activities |  |  |  |
|  | Integration of Ministry, Marriage and Work |  |  |  |
| 10. | As a norm, maintains a balance of ministry and marriage |  |  |  |
| 11. | Has the ability to judge when he is overextended |  |  |  |
|  | Ecclesial Minister |  |  |  |
| 12. | Understands the mission of the parish and his ministry |  |  |  |
| 13. | Has excellent relationships with those he serves |  |  |  |
| 14. | Understands the key issues and trends in his ministry |  |  |  |
|  |  | Exceeds Expectations | Fulfills Expectations | Requires Attention |
|  | Ministry Skills |  |  |  |
| 15. | Is aware of his own feelings |  |  |  |
| 16. | Has the ability to learn from his supervisor |  |  |  |
| 17. | Participates in collaborative ministry |  |  |  |
| 18. | Deals with emergencies appropriately and effectively |  |  |  |
| 19. | Has the ability to listen to the concerns and pains of others |  |  |  |
| 20. | Is willing to take the initiative |  |  |  |
| 21. | Is able to relate to other staff members, deacons, priests |  |  |  |
|  | Man of Prayer |  |  |  |
| 22. | Has continued to develop his spiritual/prayer life |  |  |  |
| 23. | The deacon prays well with others — spontaneously/as needed |  |  |  |
| 24. | The deacon’s ability to lead prayers at meetings |  |  |  |
| 25. | The deacon’s knowledge/comfort with the Liturgy of Hours |  |  |  |
| 26. | The deacon’s most outstanding qualities are:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 27. | The deacon needs to improve his ministry by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 28. | Specific activities recommended for the coming year intended to help the deacon to improve his ministry.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

Signature of Deacon Date Signature of Pastor/Supervisor Date

Please return of **OFFICE OF THE PERMANENT DIACONATE**, 9845 Memorial Drive, Houston, TX 77024

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