

RECOMMENDATION FOR PASTORAL ADMINISTRATOR – DIOCESE OF BUFFALO

(Please note that all information provided in this recommendation will be kept confidential and not shared with the applicant.)

NAME OF APPLICANT

An applicant for consideration for parish Leadership as a pastoral administrator

GIVEN BY

NAME OF PERSON RECOMMENDING

DESCRIBE THE CIRCUMSTANCE OF MINISTRY IN WHICH YOU AND THE CANDIDATE SERVED.

WHERE (parish, agency, etc.) AND IN WHAT TIME FRAME DID YOU MINISTER TOGETHER?

MAY WE CONTACT YOU FOR ADDITIONAL INFORMATION? YES NO

A pastoral administrator is appointed by the Bishop and given decision-making authority in the parish. He/She is responsible to the bishop who authorizes and oversees the pastoral care of all parishes in the diocese. Pastoral administrators function as do ordained pastors. He/She is responsible for all aspects of parish life: community life, faith formation, ministry, administration, pastoral presence and represents the community in the local region. Although the Sacramental Minister serves the parish as the ordained minister of prayer and sacraments, the pastoral administrator has ultimate responsibility even in this area. The sacramental minister works in collaboration with the pastoral administrator.

This evaluation form is based on the core certification standards promulgated by the National Association for Lay Ministry, the National Conference for Catechetical Leadership and the National Federation for Catholic Youth Ministry.

The applicant is seeking to be considered for the ministry of pastoral administrator. Please base your comments on your own experience in ministry and on your knowledge of the applicant.

TO BE FILLED OUT BY THE APPLICANT:

I _____ (do / do not) waive rights of access to the recommendation submitted here as provided in the Family Education and Privacy Act of 1974.

(SIGNATURE OF APPLICANT)

1. Personal and Spiritual Maturity

An ecclesial minister (deacon, vowed or lay) demonstrates personal and spiritual maturity in ministry with the People of God.

Personal maturity is exhibited by a balanced lifestyle, a positive self image and appropriate relationships. The minister develops a spiritual maturity formed through communal and liturgical prayer as well as through private reflection. The minister views God, church and the world in a holistic manner and engages in communal worship and social justice.

(Please circle one of the following:)

- | | | |
|-----|-----------|--|
| 4 | VERY GOOD | Mature and quite stable. Demonstrates consistent effort toward personal growth and spiritual maturity. |
| 3 | GOOD | About average in personal maturity. Will need supervision and direction in these areas. |
| 2 | DOUBTFUL | My observations and interaction with the candidate point to a need for considerable maturing before he/she could be a successful leader. |
| 1 | POOR | I have no indications of emotional/spiritual maturity. |
| N/A | | I DO NOT HAVE SUFFICIENT EXPERIENCE OF THE CANDIDATE TO COMMENT. |

Comments on maturity of applicant:

2. Public Ministry Identity

An ecclesial minister (deacon, vowed or lay) identifies the call to formal and public ministry as a vocation rooted in baptism.

An ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized and nurtured by the Church and the local community, as well as in ministerial and personal relationships.

(Please circle one of the following:)

- | | | |
|---|-----------|--|
| 4 | VERY GOOD | Demonstrates skill at collaboration, has a support system, and generally, maintains responsible boundaries. He/She strives for improvement in areas needing attention. |
| 3 | GOOD | Average awareness of the vocation to lay ministry. Has some boundary issues, but is receptive to opportunities for formation. Some difficulty with collaborative ministry. |
| 2 | DOUBTFUL | Weak awareness of personal call to ministry. Unable to work collaboratively, seeks affirmation from a variety of people. |
| 1 | POOR | Demonstrates poor awareness of professional boundaries. Shows lack of balance in life responsibilities. |

N/A

I DO NOT HAVE SUFFICIENT EXPERIENCE OF THE CANDIDATE TO COMMENT.

Comments on awareness of ministerial identity of applicant:

3. Roman Catholic Theology

An ecclesial minister (deacon, vowed or lay) integrates knowledge of Roman Catholic faith within ministry.

An ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and Sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy and worship. A minister articulates and interprets a Catholic understanding of scripture, tradition and doctrine and uses this knowledge to form a community of disciples engaged in the mission of the Church.

(Please circle one of the following:)

4	VERY GOOD	Good understanding of Catholic theological traditions. Is aware of his/her weaknesses and seeks ongoing formation. Acceptable ability to integrate knowledge and practice.
3	GOOD	Possesses sufficient knowledge of Catholic theology. Has some difficulty with integration.
2	DOUBTFUL	Minimal knowledge of Catholic theology. Further education/formation required.
1	POOR	Lacks appropriate theological knowledge.
N/A		I DO NOT HAVE SUFFICIENT EXPERIENCE OF THE CANDIDATE TO COMMENT.

Comments on ability to integrate Roman Catholic Theology:

4. Pastoral Praxis

An ecclesial minister (deacon, vowed or lay) engages in pastoral activity that promotes evangelization, faith formation, community and pastoral care with sensitivity to diverse situations.

An ecclesial minister applies the process of pastoral praxis in building a community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community and cultural settings in the spirit of Gospel values.

(Please circle one of the following:)

4	VERY GOOD	Good skills in most areas of pastoral ministry. Is able to function independently, very receptive to input and suggestion. Able to collaborate with other leaders.
3	GOOD	Average ability, exhibits some ability to integrate the dimensions of pastoral life. Would benefit from more experience.
2	DOUBTFUL	Ability to function would depend greatly upon the skill of other team members.
1	POOR	Does not exhibit skills necessary for fruitful pastoral activity.
N/A		I DO NOT HAVE SUFFICIENT EXPERIENCE OF THE CANDIDATE TO COMMENT.

Comments on skills in pastoral praxis of applicant:

5. Professional Practice

An ecclesial minister (deacon, vowed or lay) provides effective leadership, administration and service in the spirit of collaboration.

An ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with parish and diocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and Church law.

(Please circle one of the following:)

4	VERY GOOD	Well developed skills in most areas of administration and service. Can apply diocesan policies and church law with due pastoral care. Has leadership abilities, and strives to hone his/her other skills.
3	GOOD	Average ability, lacks skills in some areas. Works well with others and committed to ongoing formation/education.
2	DOUBTFUL	Exhibits minimal abilities in areas of pastoral leadership.
1	POOR	Does not exhibit skills necessary to parish leadership.
N/A		I DO NOT HAVE SUFFICIENT EXPERIENCE OF THE CANDIDATE TO COMMENT.

Comments on skills in professional practice of applicant:

Please express your overall recommendation of this candidate for leadership as a pastoral administrator. Feel free to use the back of this sheet.

Signature: _____ Date: _____

Complete and Return to:

Office for Parish Life
795 Main St.
Buffalo, NY 14203-1250