

**Diocesan Pastoral Council**

**Diocese of Buffalo**

Mid-Term Evaluation

	EXCELLENT	POOR
<b>PRE-MEETING</b>		
Agenda prepared	5 – 4 – 3 – 2 – 1	
Agenda and supporting materials provided well in advance of meeting	5 – 4 – 3 – 2 – 1	
Meeting planners have sufficient diocesan support to plan and execute meeting	5 – 4 – 3 – 2 – 1	
<b>MEETING</b>		
Meeting space clear and organized	5 – 4 – 3 – 2 – 1	
Welcome and hospitality	5 – 4 – 3 – 2 – 1	
Meeting facilitators competent and confident to lead meeting	5 – 4 – 3 – 2 – 1	
Gathering demonstrated appreciation for the talents of all members	5 – 4 – 3 – 2 – 1	
Participation is encouraged and demonstrated by all in attendance	5 – 4 – 3 – 2 – 1	
Sufficient information and time is provided for discussions and decisions	5 – 4 – 3 – 2 – 1	
People leave meeting with a sense of satisfaction and achievement	5 – 4 – 3 – 2 – 1	
<b>POST-MEETING</b>		
Minutes are complete, accurate and instructive	5 – 4 – 3 – 2 – 1	
Minutes are distributed within ten days after meeting	5 – 4 – 3 – 2 – 1	
Delegated responsibilities are completed by those assigned	5 – 4 – 3 – 2 – 1	
Attendees have accurate contact information for one another	5 – 4 – 3 – 2 – 1	
<b>OTHER</b>		
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