



# Ministry Peer Review Process

Using a Diocesan Peer Review Process to Strengthen Your Diocesan Culture

August 7, 2019

# Why did the Diocese decide to have a ministry per review?

## Per the Bishop's request...

1. To review and evaluate an office and its ministry in-light of the diocesan vision and core values, and the ministry's mission statement (not the ministry personnel).

2. To identify office/ministry strengths and areas of challenge.
3. To review the office/ministry relationships within and collaboration with other offices, parishes, vicariates, and entities.

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4. To identify the level of service the office/ministry provides to the parishes and vicariates; to all ethnic communities; to departments; and to diocesan ministries.
5. To offer/suggest recommendations for improvement, growth and development, resulting in an Action Plan.

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# What does ministry peer review mean?

For this specific process, “ministry peer review” refers to an evaluation of the pastoral and professional work of a ministry/office conducted by a selected team of members/consultants that have competent experience the field related to the office/ministry.

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# How is the peer review process implemented?

1. The peer review team is selected by the office/ministry and approved by the Bishop. It is recommended that the team represents local, state and national input.

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2. The office/ministry makes a list of individuals that will be interviewed by the peer review team.
3. The office/ministry prepares a document (binder) with its history, staff, purpose, mission, goals, policies, materials, accomplishments, challenges, needs, statistics and studies.
  - **A copy of this document (binder) is given to each team member for review.**

4. The on-sight review process usually takes three days. During these three days, the peer review team will:

- Initially meet with the Bishop for instructions
- Meet and interview the office/ministry staff
- Interview individuals affiliated with the office/ministry
- If necessary and/or possible, visit different online and physical sites related to the office/ministry

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- Meet as a team to talk about and review findings on the ongoing process
- Conclude the review by meeting with the Bishop for closing remarks
- Send the Bishop a report of the findings

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# What happens after the Bishop receives the ministry peer review findings?

1. The office/ministry will meet with the Bishop to review the findings.

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2. The office/ministry will write an Action Plan with time-lines and assigned responsibilities for each action item addressed in the report.
3. The office Action Plan will be sent to the Bishop for review and approval.
4. The office/ministry meets with the Bishop to discuss the implementation of the Action Plan.

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# Questions?

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