

## Skills Workshop Canonical and Legal Self-Evaluation

To evaluate the effectiveness of the material presented today, **please rate your competencies** in the following knowledge and skills areas that were addressed in this workshop. You are evaluating yourself, not the workshop style or instructor. This self-evaluation will become part of your confidential file to track your progress through the program.

Use the scale of 1 to 5 (lowest to highest).

If you choose, please elaborate in the accompanying comment sections. Be aware that you have only been introduced to these areas in this workshop. Your competency may be in the early stages of awareness.

Please rate the extent to which this workshop has contributed to your:

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|----|--|---|---|---|---|---|
| 1. | Understanding of theology of Vatican II that is expressed with the Code of 1983.   | 1 | 2 | 3 | 4 | 5 |
| 2. | Understanding of the offices of the Church and each of their functions.  | 1 | 2 | 3 | 4 | 5 |
| 3. | Understanding of the structure of the Church and the various roles/responsibilities/positions.   | 1 | 2 | 3 | 4 | 5 |
| 4. | Understanding of the canonical resources available within the Diocese of St. Augustine and how to access them.   | 1 | 2 | 3 | 4 | 5 |
| 5. | Understanding of the ways in which church law affects parish sacramental life.   | 1 | 2 | 3 | 4 | 5 |
| 6. | Understanding of the ways in which church law affects various pastoral ministers and pastoral ministry.  | 1 | 2 | 3 | 4 | 5 |
| 7. | Understanding of civic and church implications of legal issues pertinent to diocesan policy and practice; ability to take responsible action to ensure the protection of the parish.                           | 1 | 2 | 3 | 4 | 5 |
| 8. | Understanding of the liabilities pertinent to ministry, such as confidentiality, insurance issues, etc.; ability to engage in an employment agreement and the ability to respect and maintain confidentiality. | 1 | 2 | 3 | 4 | 5 |
| 9. | Knowledge of diocesan policies and procedures; ability to participate in diocesan programs and to promote diocesan policies and procedures.  | 1 | 2 | 3 | 4 | 5 |

10. Understanding of the ways in which federal and state constitutional law, administrative law, common and contract law impact parish policies, programs and ministry; ability to read and consult legal sources in reviewing parish policies, programs, (e.g. - the integration of the Americans with Disabilities Act).
- 1 2 3 4 5
11. Understanding of the many types of safety and service issues that legally bind all parish personnel in their service to each other or to the public; ability to assure that all those who work at the parish or come to the parish are assured of their safety.
- 1 2 3 4 5
12. Understanding of the nature of tort liability in such areas as negligence, corporal punishment, search and seizure, defamation, child abuse, sexual abuse, etc.; ability to ensure the safety and the civil rights of all who come to the parish in a way that keeps the parish staff and the church from being legally vulnerable.
- 1 2 3 4 5
13. Knowledge of the due process system within the Diocese of St. Augustine; ability to resolve conflict fairly and to assure that due process is integrated into all dimensions of parish life.
- 1 2 3 4 5
14. Understanding of the need for job descriptions for various ministries within a parish and resources within the Diocese of St. Augustine in this area.
- 1 2 3 4 5
15. Familiarity with the basic principles of ethical relationships; ability to discern appropriate boundaries in pastoral relationships and to maintain them skillfully with each and every parishioner.
- 1 2 3 4 5
16. Familiarity with the types and limits of confidentiality appropriate for varying pastoral care situations; ability to respond prudently to the confidentiality issues required in parish ministry.
- 1 2 3 4 5
17. Knowledge of the resources within the Diocese of St. Augustine to assist with the appropriate areas from civil law pertaining to rights of employees, relating hiring, evaluation and dismissal of the employees, and abuse issues. These include assistance with job descriptions and employment agreements relating to compensation, benefits, flexible scheduling, vacation, sick leave, personal leave and carrying out of job responsibilities, termination, and due process.
- 1 2 3 4 5
18. Knowledge of the resources within the Diocese of St. Augustine to assist with the development of policies and programs that reflect the appropriate implementations of legal responsibilities relating to the screening and supervision of volunteers, negligence, corporal punishment, fire laws and procedures, health procedures, permission slips, search and seizure, defamation, child abuse, sexual abuse, and other related issues.
- 1 2 3 4 5

19. What further assistance do you need so as to best deepen and implement the information from today's presentations?

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20. How will these Skill Workshops help you to develop spirituality appropriate to your ministerial roles, responsibilities or commitments? Please use the back of this page if necessary.

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Print Name (Required): \_\_\_\_\_ Date: \_\_\_\_\_