

Ministry Alignment Assessment Tool

Scoring: 80 to 100 points: Excellent institutionalization of the vision

40 to 75 points: Emerging institutionalization of the vision

Under 40 points: Would benefit from capacity building support to institutionalize the vision

Instructions: This tool outlines various ways the charism of the Sisters could be “institutionalized” within each ministry. Please read each item and give your ministry a number/score based on which description most closely describes what you currently do in your individual ministry.

Operational definitions of how the charism of the Sisters could be embodied:	In the score column, give yourself the number of points that best describes what you currently do for each item in the left-hand column.			Score
	5	3	1	
Strategic Thinking/Planning	Aggressively seeking and implementing new ways of experiencing the charism and values of the Sisters; staff and the community and actively discerning where these values are calling us in our visioning and planning processes	Exploring ways to continue <i>the</i> charism and values of the Sisters in new forms and consider the mission/vision as we do our planning	We do what the Sisters are asking us to do	
Description of the Vision (Brand)	We can describe the <i>charism and values of the Sisters</i> in a few words and/or symbols that we actively use in most (or all) of our communications	We can describe <i>the charism and values of the Sisters</i> in a few words/symbols but do not use them consistently in our communications	We have not yet determined how to describe the <i>charism and values of the Sisters</i> in a few words that we can use in our communications	
Target Audiences	We have outlined how our various audiences should experience <i>the Charism and values of the Sisters</i> for our ministry and actively create targeted messages for different audiences	We know some of our audiences and attempt to target messages to and experiences of <i>the Charism and values of the Sisters</i> for our ministry for them	We do not employ targeted messaging or experiences of the <i>Charism and values of the Sisters</i> for our ministry	
Vision, Mission and Core Values	The <i>Charism and values of the Sisters</i> for our ministry is actively reflected in the mission, vision and core values; vision, mission and core values are incorporated into our bylaws and everything that we do	The <i>Charism and values of the Sisters</i> for our ministry is somewhat reflected in the mission, vision and core values; vision, mission and core values are somewhat incorporated into our bylaws only some things that we do	The <i>Charism and values of the Sisters</i> for our ministry is not reflected in the mission, vision and core values; vision, mission and core values are not incorporated into our bylaws or the things that we do	
Built Environment	The environment embodies symbols and an experience of the <i>Charism and values of the Sisters</i> for our ministry; you can “feel the spirit”	The built environment embodies the <i>Charism and values of the Sisters</i> for our ministry to some degree	We do not consider the <i>Charism and values of the Sisters</i> for our ministry related to the built environment	

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“Founders Day” Celebrations (or equivalent)	Annual Founders Day or other celebrations acknowledge the contributions of the Sisters	We have held events which have acknowledged the contributions of the Sisters but not consistently every year	We do not hold events which acknowledge the contributions of the Sisters very often if at all	
Sharing the Charism	Our leadership frequently does things that create the experience of the charism to lighten spirits and build community	Our leadership sometimes does things that create the experience of the charism to lighten spirits and build community	Our leadership seldom or never does things that create the experience of the charism to lighten spirits and build community	
Communication Alignment	Our communication (stationery, brochures, press releases, social media) regularly identifies the Sisters as our sponsor	Our communication (stationery, brochures, press releases, etc.) identifies the Sisters as our sponsor to some extent	We do not explain how we are related to the Sisters in our communication	
Board selection process	Our board members are actively selected based on the fact that their values reflect the charism and values of the Sisters	To some degree our board members are selected based on the fact that their values reflect the charism and values of the Sisters	Our board members are not selected based on the fact that their values reflect the charism and values of the Sisters	
Board orientation process	Our board orientation process explicitly explains <i>the charism and values of the Sisters</i> for our ministry.	To some degree our board orientation process explains <i>the Charism and values of the Sisters</i> for our ministry	Our board orientation process does not explicitly explain the <i>Charism and values of the Sisters</i> for our ministry	
CEO selection process	Our CEO selection process explicitly recruits and selects individuals based on alignment with the mission, vision, and values of the Sisters	Our CEO selection process recruits and selects individuals based on alignment with the mission, vision, and values of the Sisters to some degree	Our CEO selection process does not explicitly recruit and select individuals based on alignment with the mission, vision, and values of the Sisters	
CEO performance evaluation process	Our CEO performance evaluation process explicitly measures personal alignment with <i>the Charism and values of the Sisters</i> for our ministry as well as	Our CEO performance evaluation process measures personal alignment with <i>the Charism and values of the Sisters</i> for our ministry as well as how	Our CEO performance evaluation process does not explicitly measure personal alignment with the <i>Charism and values of the Sisters</i> for	

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	how well the CEO holds other staff members accountable for this alignment within the ministry	well the CEO holds other staff members accountable for this alignment within the ministry to some degree	our ministry or how well the CEO holds other staff members accountable for this alignment within the ministry	
Staff performance evaluation	Our staff performance evaluation process explicitly measures how well staff members embody commitment to <i>the Charism and values of the Sisters</i> for our ministry	To some degree our staff performance evaluation process measures how well staff members embody commitment to the <i>Charism and values of the Sisters</i> for our ministry	Our staff performance evaluation process does not measure how well staff members embody commitment to the <i>Charism and values of the Sisters</i> for our ministry	
Program design	Our programs are intentionally designed so that persons served have a “lived experience” of The charism and values of the Sisters and God’s love	To some degree our programs are designed so that persons served have a “lived experience” of The charism and values of the Sisters and God’s love	Our programs are not necessarily designed so that persons served have a “lived experience” of The charism and values of the Sisters and God’s love	
Staff selection process	We actively look for personal commitment/alignment with The charism and values of the Sisters in the staff recruitment and selection process	We look for personal commitment/alignment with The charism and values of the Sisters in the staff recruitment and selection process to some degree	We do not necessarily look for personal commitment/alignment with The charism and values of the Sisters in the staff recruitment and selection process	
Staff Orientation process	The staff orientation process explicitly trains new staff members regarding the <i>Charism and values of the Sisters</i> for our ministry	To some degree the staff orientation process trains new staff members regarding the <i>Charism and values of the Sisters</i> for our ministry	The staff orientation does not train new staff members regarding the <i>Charism and values of the Sisters</i> for our ministry	
Spiritual Development	Our leaders actively encourage spiritual development of staff and clients, and	To some degree our leaders encourage spiritual development of staff and	Our leaders do not encourage spiritual development of staff and	

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	provide opportunities for clients for faith sharing and/or participation in religious services as appropriate	clients, and provide opportunities for clients for faith sharing and/or participation in religious services as appropriate	clients, and provide opportunities for clients for faith sharing and/or participation in religious services as appropriate	
Staff recognition process	Our staff recognition process explicitly rewards employees for their commitment to and demonstration of the <i>Charism and values of the Sisters</i> for our ministry	Our staff recognition process rewards employees for their commitment to and demonstration of the <i>Charism and values of the Sisters</i> for our ministry to some degree	Our staff recognition process does not reward employees for their commitment to and demonstration of the <i>Charism and values of the Sisters</i> for our ministry	
Congregation Connection	We continue our connection with the congregation by explicitly inviting Sisters for special events, encouraging written communication, ongoing friendships with staff and clients, etc.	To some degree we continue our connection with the congregation by inviting Sisters for special events, encouraging written communication and ongoing friendships with staff and clients, etc.	We do not continue our connection with the congregation by inviting Sisters for special events, encouraging written communication and ongoing friendships with staff and clients.	
Organizational performance measures	Our organizational performance metrics reflect how well we measure and report the extent to which the ministry achieves outcomes related to the <i>Charism and values of the Sisters</i> for our ministry	Our organizational performance metrics reflect how well we measure and report the extent to which the ministry achieves outcomes related to the <i>Charism and values of the Sisters</i> for our ministry to some degree	Our organizational performance metrics do not reflect how well we measure and report the extent to which the <i>Charism and values of the Sisters</i> for our ministry	
TOTAL				