



Engagement Check Meeting Format

Opening the Engagement Check in.

Open in Prayer then move to some statements that might help set the stage:

- I would like to talk with you about the reasons you stay working here at [Parish name or Archdiocese] I want to understand what I might do to make this a great place to work for you.
- I'd like to have an informal talk with you to find out how your job is going so I can do my best to support you as your priest [leader or supervisor] particularly with issues within my control.
- *"I will be taking notes throughout our discussion and might ask you to repeat yourself if I do not capture everything."*
- *"Do you have any questions before we get started?"*

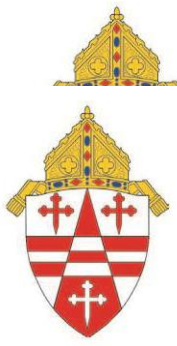
Questions (please find on the following link)

We have provided a large selection of varied questions probing why people stay and enjoy their jobs ... their ministry. Review them and select the ones that you believe will give you the best insight into your work culture and where there can be growth. Just remember when you have picked your questions, it is best to use the same set of questions for each of your staff. They are similar but there are nuances to them that might fit better with your parish. It's important to listen and gather ideas from the employee about how you and your parish can engage and retain them.

Closing the Engagement Check in.

To conclude the engagement, check in, summarize any main reasons the employee gave for their engagement and staying with the parish and potentially leaving the parish, and work with the employee to develop an engagement plan, it's important that the feedback is incorporated as part of the plan.

Examples of closing statements include:



- Let me summarize what I heard you say about the reasons you stay at [Parish Name] as well as reasons you might leave. Then, let's develop a plan to make this a great place for you to work.
- I appreciate you sharing your thoughts with me today. I am committed to doing what I can to make this a great parish for you to work.