

# Overview of 3<sup>rd</sup> Year Project Form

\*\*\*Complete and submit this form to Program Coordinator no later than  
in the month of June-by the Second Friday of the month \*\*\*

**Student Name:** \_\_\_\_\_

**Student Parish or Organization:** \_\_\_\_\_

**TITLE OF PROJECT:**

\_\_\_\_\_  
\_\_\_\_\_

**Student's Primary Area of Ministry Related to this Project:**

\_\_\_\_\_

**3<sup>rd</sup> Year Project Ministry Supervisor:** \_\_\_\_\_

**NEED SECTION:**

- **What Need is your Project addressing in the Parish?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Who/what helped you determine this Need? (List title, their role within the parish/outside the parish; provide studies, surveys, etc...):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THEOLOGICAL FOUNDATIONS SECTION:**

- **List the theological concepts underlying your particular ministry project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **METHODOLOGY & PROCEDURES SECTION:**

- **Goal of Project** (What you are trying to ultimately attain):

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- **Objectives of 3<sup>rd</sup> Year Project:** (Steps you will take to reach your goal. Be specific).

1. To \_\_\_\_\_
2. To \_\_\_\_\_
3. To \_\_\_\_\_
4. To \_\_\_\_\_

- **Methods to be used in developing the Project:**

- **Types of Methods used for this Project: (Check all that apply)**

     **Consulting Method:**

Talking with parish staff members, diocesan agencies, team members, others for the purpose of defining terms, negotiating strategies, budgets, procedures, responsibilities, etc.

     **Research Method:**

Surveys, phone calls, questionnaires, interviews, collecting, materials, reading, synthesizing, analyzing, sorting information necessary to understand a principal, thought, idea, concept. Research is usually necessary in order to develop support information for one's ideas or choice of direction. Everyone will do research, especially in the Needs and Theological sections. The purposes of this method can vary from the need to collect factual, actual data, to creating a personal profile of individuals, to recruiting evaluations or new members, etc.

     **Educational Method:**

Seminars, workshops, classes, conferences, where material is presented by someone with expertise and a specific group is engaged in learning, for a specific reason.

     **Group Process Method:**

Team-building techniques, small discussion groups, town meetings, creative events, etc. where the main purpose is to get a group of people dialoguing, responding, arriving at goals, sharing thoughts, faith, ideas, talents, etc.

## **METHODOLOGY & PROCEDURES SECTION cont'd:**

Look at each of your objectives and the methods you wish to employ for each one, setting target completion dates, and describing the procedures you will use to achieve it.

Place target completion dates on your calendar and check it regularly to keep you on track. The date represents when the task should be finished. **BE REALISTIC.** It always takes more time than you think to accomplish a task, especially if others are involved.

Be prepared to re-examine, add to procedures according to new ideas and situations. Not every objective will require the same methods or procedures. **Be creative in determining what procedures to use and who should accomplish the task. This is where your team is critical.**

- **Methods to be used in developing the Project cont'd:**

- **Name your team who has agreed to work with you closely with this project:**

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- **What will be your role in the accomplishment of this project? (/ all that apply)**

<input type="checkbox"/> Overseeing others' work	<input type="checkbox"/> Writing
<input type="checkbox"/> Leading a team to complete the goal	<input type="checkbox"/> Sending out mailings
<input type="checkbox"/> Making public presentations	<input type="checkbox"/> Creating and analyzing surveys
<input type="checkbox"/> Organizing a workshop	<input type="checkbox"/> Contacting pastor and staff
<input type="checkbox"/> Lining up speakers	<input type="checkbox"/> Mediating Conflict
<input type="checkbox"/> Collecting resources	<input type="checkbox"/> Researching information
<input type="checkbox"/> Creating charts and graphics	<input type="checkbox"/> Other (list) _____
	_____
	_____

## **EVALUATION SECTION:**

- **Select an overall evaluation tool/method for the entire project (example: evaluation form; personal interview sessions; questionnaires; comparisons, surveys; statistical results/analysis)**

- \_\_\_\_\_

- **Select specific evaluation tools for each objective (example: evaluation form; personal interview sessions; questionnaires; comparisons, surveys; statistical results/analysis)**

- Objective 1 \_\_\_\_\_
- Objective 2 \_\_\_\_\_
- Objective 3 \_\_\_\_\_
- Objective 4 \_\_\_\_\_

## **LEARNINGS SECTION:**

- Learned about Myself as a Person and as a Lay Minister
- Learned about Determining and Meeting Parish/Organization Needs
- Learned about Working With Others in Parish/Organization
- Learned about Being a Lay Minister
- Recommendations for Further Study and Development
- What difficulties or obstacles did you need to overcome to complete the project?

**Date Submitted:** \_\_\_\_\_ **Reviewed by Director (s)** \_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Require Revision**

**Date Returned:** \_\_\_\_\_

**Remarks Provided:** \_\_\_\_\_