

April 8, 2003

TO: Domestic Houses

FROM: Home Office

Attached is a copy of a format for evaluating - as a household community - your experiences as an HCA domestic community.

This exercise is, in part, preparation for the May retreat. We are asking you to START the process and bring along a draft of your evaluation to the retreat. With your permission, we'll make copies and have it available for each community to share. We'll then integrate your current draft into part of the overall retreat.

After leaving Portland, you'll be encouraged to go back home and complete a final version of the evaluation. WE NEED THIS (final version) BY JUNE 30, 2003.

A couple of notes:

- 1) To make this work, we suggest you set aside an upcoming community night to talk through the process and decide how you want to 'tackle' the evaluation. Do this soon so you're not frantically working on it as you travel out to Portland!
- 2) It's not required that everyone agree with every point on the paper; where disagreements exist, simply note these. Each of you will get an individual evaluation as well.
- 3) The final version will be somewhat public; it's provided to our board and facilitators. If there are points that you'd like to bring out that you might not want as public as other, but that are still important for the home office to know about, put these thoughts on separate pages. Keep this in mind with your draft version as well.
- 4) It will help greatly if the final version can be provided in either MS Word or WordPerfect format, to make distribution easier. For May, you can bring a legible hand written copy, if that's easier.
- 5) Any questions, give us a call or email!

**HOLY CROSS ASSOCIATES**

# COMMUNITY EVALUATION FORMAT

This format is suggested for each domestic Holy Cross Associate household to follow in preparing a community evaluation for the year. The community may vary from the format, but us asked to address all the issues that are on the outline.

1) Date, Location

Provide the years and the site in question.

2) Members and their Service Apostolates

List the community members, including all who started the year, and their placements. If individual community members were involved in outside volunteer work that they also consider a part of their service apostolate, provide this information as well.

3) Review of the Pillars:

Give a community consensus or discussion on the ways that the community addressed the various pillars, Where consensus is not formed, talk about what disagreements there are/were, and how the community addressed these.

A) Community

B) Prayer and Spirituality

C) Service

D) Preferential Option for the Poor/Simple Lifestyle

4) Program Facets:

Discuss (at least) the following:

A) Relationships with the Local Facilitators

B) Relations with the local Holy Cross community

C) Relations with the Home Office Staff

5) Recommendations

Please give any concrete recommendations that your community would offer to the program.

**DRAFT: MAY RETREAT; FINAL: JUNE 30**