



CHECKLIST

for the Diocesan Catholic Committee



Purpose: This is a self-assessment checklist to be used by a diocese* to evaluate the organizational effectiveness of its Scout committee

Responsibility: The diocesan Scout chaplain is responsible for the effectiveness of Scouting within his area of responsibility.
He achieves this through a properly structured committee that works in cooperation with, and support of, the local council and periodic review of committee function and human resources

When to review? Each Catholic committee should schedule and conduct an annual checkup using the checklist on the reverse side of this sheet to improve its organizational and operational capabilities and correct deficiencies noted.
The review should be completed in conjunction with goal-setting activities.

Committee Activities: The activities of the committee relate to the religious, vocational, and educational aspects of Scouting and endeavor to make the whole program available to increasing numbers of youths in Catholic-chartered units.

Structure: A Catholic committee is essentially a lay committee with the lay chairman presiding and the laity of the committee doing the work.
This is accomplished through the efforts of:

1. Five subcommittee chairmen; i.e., training, membership, religious emblems, religious activities, and communications. Each committee gives effective leadership in its area of responsibility.
2. Chartered organization representatives, as members of the committee, ensure that their units are operating properly and that they actively participate in committee programs and those of the local council.
3. The overall guidance, leadership, and motivation is given by the lay chairman and Scout chaplain.

Procedure: **The following assessment procedure is recommended:**

1. Review the recommended committee structure in the *NCSS Handbook of Operation: The Diocesan Catholic Committee on Scouting*
2. Complete the checklist
3. Review the checklist with your diocesan committee
4. Solicit comments and recommendations for improvement
5. Lead committee goal-setting activities with clear time periods and activity assignments

***Note:** The designation “diocese” in this document is used interchangeably for archdiocese and eparchy. The text should be interpreted to suit the local situation.

CHECKLIST

	Yes	No
1. Is the committee organized in accordance with the recommended plan? (See <i>NCSS Handbook of Operation: The Diocesan Catholic Committee on Scouting</i>)	_____	_____
DOES THIS COMMITTEE:		
2. Have its chairman on the council executive board?	_____	_____
3. Have key committee leaders been trained in their job responsibilities? (See job description sheets, No. 16-161A-J) Are they providing effective leadership in:	_____	_____
a. Membership?	_____	_____
b. Training?	_____	_____
c. Religious emblems?	_____	_____
d. Religious activities?	_____	_____
e. Communications?	_____	_____
4. Have a majority of chartered organization representatives who are active members of the committee and who carry out their job responsibilities and expectations as stated in their job description sheet? (See job description sheets, No. 16-161J.)	_____	_____
5. Invite representatives of the office of youth ministry, CYO, Knights of Columbus, Serra clubs, and other Catholic organizations concerned with youth work to participate as members at large?	_____	_____
6. Have all members registered with the Boy Scouts of America?	_____	_____
7. Have a professional staff adviser assigned?	_____	_____
8. Have key members trained in Scouter Development?	_____	_____
9. Schedule and conduct an annual planning conference? (See <i>Program Planning Guide</i> , No. 16-168.)	_____	_____
10. Publish an annual calendar of events?	_____	_____
11. Have an effective program to contact, motivate, and help each Catholic-chartered unit achieve the requirements of the <i>Pope Paul VI National Unit Recognition</i> program, No. 16-169?	_____	_____
12. Promote the religious, educational, and vocational aspects of Scouting	_____	_____
13. Coordinate diocesan sub-committees for council service (where they exist) with local councils in all phases of the program?	_____	_____
14. Make a positive effort to provide chaplain service for council summer camps, weekend camporees, and other appropriate occasions?	_____	_____
15. Use current literature and other tools prepared by the National Catholic Committee on Scouting? (See <i>Publications Listing</i> , No. 16-101.)	_____	_____