

Catechetical Leader Evaluation

Name _____ Date _____

It is suggested that the catechetical leader do a self-evaluation in addition to the one done by the pastor and other parish personnel who know of this person's ministerial roles and responsibilities.

By self By pastor By other _____
(name)

In each of the areas listed, place a number beside the statement which describes your understanding of the responsibilities and performance. You may further comment on each area if you wish.

1. outstanding; consistently exceptional in this area; shows initiative, meets challenges; needs little direction
2. exceeds requirements; knowledgeable in other areas of parish life; needs little supervision
3. meets requirements: fully trained or making progress in knowledge of the job; normal supervision
4. some deficiency exists: may meet standard requirements most of the time, but falls below at others
5. below standards: cannot or will not meet minimum standards under normal conditions due to a lack of application

This evaluation was reviewed by: _____ on _____
(Pastor/Ministerial Supervisor) (date)

(Catechetical Leader)

Person of Faith

- _____ Exemplifies a professional standard of behavior as one who represents the Church
- _____ Has an uncompromising desire to live the values of the Gospel
- _____ Participates in the sacramental life of the church
- _____ Takes time for prayer, reflection and retreat
- _____ Engages in ongoing spiritual and professional development
- _____ Researches the needs and preferences of the parish to design a program
- _____ Develops catechetical programs for all age levels, based on principles in the NCD (*National Catechetical Directory*)
- _____ Chooses suitable materials for these programs in accord with the CCC (*Catechism of the Catholic Church*)
- _____ Assures proper formation of catechists
- _____ Trains (or provides for training) of catechists in basic educational principles
- _____ Presents and explains the catechetical programs to the parents
- _____ Provides catechetical perspective and expertise to the other members of the staff
- _____ Fosters and encourages catechists to become certified

Comments: _____

Catechist

- _____ Articulates an understanding of the person and mission of Jesus
- _____ Teaches the foundations of Catholic faith and doctrine, as well as the current teachings of the Church
- _____ Reflects upon and explains the movements of the Spirit in persons, the parish and in the larger Church and world communities
- _____ Explains the foundational elements of Vatican II, particularly to catechists, parents and adult learners
- _____ Interprets the meaning and value of pastoral situations in light of theology and to enable people to share these meanings and to integrate them more consciously in their lives
- _____ Provides opportunities which enable members of the parish community to grow in their knowledge of Scripture, and how the Scriptures speak to us today

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- _____ Researches the needs and preferences of the parish to design a program
- _____ Develops catechetical programs for all age levels, based on principles in the NCD (*National Catechetical Directory*)
- _____ Chooses suitable materials for these programs in accord with the CCC (*Catechism of the Catholic Church*)
- _____ Fosters and encourages catechists to become certified
- _____ Trains (or provides for training) of catechists in basic educational principles
- _____ Guides catechists and committee members through the steps of theological reflection
- _____ Presents an overview of the Church's social teaching to catechists, parents and adult learners
- _____ Presents and explains the catechetical programs to the parents
- _____ Provides catechetical perspective and expertise to the other members of the staff
- _____ Helps members of the parish community articulate Catholic beliefs and practices

Comments: _____

Community Builder

- _____ Develops a sense of community among the catechists through catechist formation sessions and periodic meetings of catechists
- _____ Facilitates personal faith growth among catechists, children, parents, youth, adults
- _____ Fosters community between the catechists and their learners
- _____ Promotes growth in faith within the parish and helps all to recognize their role in the catechetical mission of the parish
- _____ Serves as a resource person to the pastor and parish staff in the development of the parish as a Christian community
- _____ Assists in the development of parish liturgical worship
- _____ Works with other members of pastoral staff to develop a sense of faith community
- _____ Channels communication among the pastor, staff, pastoral council & catechists
- _____ Coordinates participation of other pastoral staff members in the catechetical programs
- _____ Serves as a liaison with schools, other parishes and PCAs in faith formation matters
- _____ Pastoral Care Area
- _____ Informs the parish, especially parents, of ongoing events
- _____ Communicates on a regular basis with regional and diocesan offices
- _____ Participates regularly in regional catechetical leaders' meetings

Comments: _____

Administrator

- _____ Cooperates with and develops relationships, systems and structures necessary to fulfill responsibilities
- _____ Serves as a unifying factor on the pastoral staff in developing a total and systematic program
- _____ Calls forth parishioners who will assist the catechetical staff with various segments of the program
- _____ Oversees recruitment, screening and evaluation of catechists and auxiliary personnel
- _____ Administers policies established by the parish
- _____ Works with staff to form a statement of catechetical purpose consistent with parish mission statement
- _____ Develops goals and objectives within this framework and carries through with well organized programs
- _____ Conducts appropriate evaluation procedures to ensure that the objectives are achieved
- _____ Prepares and administers a budget for the catechetical program
- _____ Maintains accurate records on all students, especially regarding the sacraments of initiation
- _____ Monitors catechists' participation in formation programs
- _____ Directs the work of the catechetical office secretary and/or other catechetical support staff
- _____ Submits all required diocesan reports by deadlines

Comments: _____