Diocese of Joliet
Religious Education Office

Evaluation Process for Catechists and Catechetical Leaders
Letter to the Parish Catechetical Leader

Dear Catechetical Leader,

The National Directory for Catechesis (USCCB, 2005) points out that one of the primary responsibilities of catechetical leaders is the formation, ongoing development, and evaluation of catechists (pp. 224-225). Catechetical leaders supervise the formation and education of catechists so that they become competent and effective in their ministry.

In order to support you in this ministry we have developed this resource for your considered use. It contains both a Catechist Self-Evaluation and Catechist Evaluation by Parish Catechetical Leader. You are welcome to modify these instruments if necessary or helpful.

This process is designed to create a forum for constructive communication between catechists and their leaders. It should enhance catechists’ level of satisfaction in their role and empower them to minister with greater effectiveness. It can also provide a chance for you better understand the needs and hopes of your catechists, thus helping you to become more effective in your role.

Between the self-evaluation input and your own observation of a catechist, you may find areas that warrant attention and development. You should not shrink from your responsibility to communicate concerns and point out a path toward growth. However, also use this process as a means to name and celebrate the strengths found in one’s ministry. Hopefully in this process, a catechist will experience support and affirmation, appropriate challenge, and a plan for growth.

Additionally, consider the possibility that an evaluative process such as this may surface for you catechists who are particularly excelling and may be appropriate candidates for greater responsibilities, including grade level coordination and the mentoring of other catechists.

Whether you use this or other means to evaluate your catechists, thank you for your efforts to assess the ongoing performance of your catechists in their role and for working with them to grow in their effectiveness in proclaiming Jesus Christ and passing on Catholic faith. It is, indeed, a primary aspect to the ministry of any parish catechetical leader.

Gratefully and in the joy of Christ Jesus,

Tom Quinlan
Note to Catechists Regarding Self-Evaluation

As a catechist you have a vocation, a calling from the Lord and rooted in Baptism, to carry out Jesus’ command to proclaim his Gospel good news. This local diocesan Church and the universal Church (in the General Directory of Catechesis, the National Directory of Catechesis and other documents, such as Catechesi Tradendae) recognizes and honors this holy call.

The response to this divine invitation calls for a generosity of spirit, a willingness to give of one’s time and talent in sharing faith with others. It also requires a commitment to one’s own continued growth in personal faith and spirituality, in theological understanding, and in catechetical skills. Ongoing formation in these three areas helps to equip you to become an ever-more effective, indeed, compelling minister of the Word, one who draws others into transformative relationship with Jesus Christ and his Body, the Church.

The following self-evaluation is designed to encourage reflection upon your ministry as a catechist, to identify and celebrate strengths and surface areas where growth will be helpful. The evaluative process provided by this office also includes an evaluation instrument to be completed by your catechetical leader. This process, in full, will likely provide elements of affirmation as well as an invitation to growth for you in your ministry.

Thank you for saying yes to the invitation of God and the Church to be a minister of the Word. May God’s Holy Spirit fill you with an apostolic zeal, as Pope Francis puts it, for proclaiming and embodying Jesus for those entrusted to your catechetical and spiritual care. And may you experience grace in this evaluative process. Embrace it with openness, humility and hope, so that God can continue to fashion you wonderfully for his holy purposes.

In the peace and joy of our Lord, Jesus,

Tom Quinlan
Director

From a loving knowledge of Christ, lay people desire to proclaim him and lead others to know him. To be called to this ministry affirmed by the Church for it, and dedicated to it, is a high calling!

General Directory for Catechesis, 231
**Catechist Self-Evaluation**

Catechist’s Name ____________________________________________ Phone# ____________________

Parish _____________________________ Email ________________________________

Grade Level _______ Number of Years Served as Catechist _________ Date _____________

*Please rate yourself as catechist in each of the following areas according to this rating system:*

<table>
<thead>
<tr>
<th>RATINGS</th>
<th>Performance level/Consistency</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Mastered - Proficient in this area</td>
</tr>
<tr>
<td>4</td>
<td>Performs this task above expectations</td>
</tr>
<tr>
<td>3</td>
<td>Meets expectations</td>
</tr>
<tr>
<td>2</td>
<td>Attempts to meet this expectation</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet the expectation</td>
</tr>
</tbody>
</table>

**Qualities of a Catechist**

1. Practices Catholic faith
   
   *(i.e., attends weekend Mass, periodic Reconciliation, prays regularly)*

2. Gives evidence of a personal spirituality

3. Supports and lives the teachings of the Catholic Church

4. Connects Sunday liturgy to classroom

5. Participates in a minimum six hours of annual formation

6. Shows an openness to growth personally and as a catechist

7. Demonstrates flexibility and cooperation

8. Gives evidence of enthusiasm and joy

9. Is embrace of people of all races and ethnicities

10. Willing to explore new methods and approved resources

11. Has an evangelizing spirit and desire to share faith

12. Engages in service to the parish and in the world

Comments (for affirmation and growth):
Specific Responsibilities

A. Session Planning

1. Cooperates with the DRE/CRE to implement program goals
2. Uses approved textbooks and supplemental materials
3. Observes parish/program policies and protocols
4. Notifies the leader in a timely manner when absent or tardy
5. Makes proper request for supplies and resources
6. Prepares well for prayer
7. Prepares well to conduct the lesson

B. Catechetical Management

1. Is punctual for classroom session
2. Creates a prayer space that is liturgically formative
3. Welcomes students as they enter the classroom
4. Promotes transition to a prayerful and formative atmosphere
5. Keeps an attractive and orderly teaching area
6. Engenders a respectful, positive learning environment
7. Establishes routine classroom procedures
8. Sets and maintains constructive rules for discipline
9. Manages disruptions and misbehavior effectively
10. Attends to the care of property in the teaching area

Comments:
C. Catechetical Instruction

1. Begins and ends each session on time
   1 2 3 4 5
2. Works to engage the attention of/actively involve all students
   1 2 3 4 5
3. Leads prayer that is liturgical and spiritually impactful
   1 2 3 4 5
4. Reviews and integrates previous learning into new learning
   1 2 3 4 5
5. Presents the material clearly and checks for comprehension
   1 2 3 4 5
6. Utilizes a variety of methods to promote engaged formation
   1 2 3 4 5
7. Uses technology and A/V materials effectively
   1 2 3 4 5
8. Recaps the lesson and communicates assignments clearly
   1 2 3 4 5
9. Teaches with careful fidelity to Catholic faith
   1 2 3 4 5
10. Conveys and engenders enthusiasm throughout the session
    1 2 3 4 5

Comments:

D. Relationships

1. Relates constructively with parish leadership
   1 2 3 4 5
2. Attends catechist meetings
   1 2 3 4 5
3. Engages in catechist and adult faith formation experiences
   1 2 3 4 5
4. Contributes to community-building in the program
   1 2 3 4 5
5. Supports other catechists
   1 2 3 4 5
6. Relates to parents well and communicates appropriately
   1 2 3 4 5
7. Attempts to foster faith growth in families and homes
   1 2 3 4 5
8. Relates constructively and appropriately with students
   1 2 3 4 5
9. Fosters positive relationships among students
   1 2 3 4 5
10. Relates constructively with school personnel (if applicable)
    1 2 3 4 5

Comments:
Areas of particular giftedness:

Needs/ideas/interests/concerns to discuss with my parish leader:

Name and describe up to three areas for growth (personally and/or catechetically) and ideas for achieving growth:

1.

2.

3.

__________________________________________________________  __________
Signature                                      Date
Catechist Evaluation by Parish Catechetical Leader

Catechist’s Name ___________________________________________ Date___________________________

Grade Level _______ Number of Years Served as Catechist ________

Please rate this catechist in each of the following areas according to this rating system:

**RATINGS**

5 Mastered - Proficient in this area  **Performance level/Consistency**
   high/always/yes

4 Performs this task above expectations  above average/often

3 Meets expectations  average/regularly

2 Attempts to meet this expectation  below average/seldom

1 Does not meet the expectation  never/no

**Qualities of a Catechist**

1. Practices Catholic faith  1 2 3 4 5
   *(i.e., attends weekend Mass, periodic Reconciliation, prays regularly)*

2. Gives evidence of a personal spirituality  1 2 3 4 5

3. Supports and lives the teachings of the Catholic Church  1 2 3 4 5

4. Connects Sunday liturgy to classroom  1 2 3 4 5

5. Participates in a minimum six hours of annual formation  1 2 3 4 5

6. Shows an openness to growth personally and as a catechist  1 2 3 4 5

7. Demonstrates flexibility and cooperation  1 2 3 4 5

8. Gives evidence of enthusiasm and joy  1 2 3 4 5

9. Is embracing of people of all races and ethnicities  1 2 3 4 5

10. Willing to explore new methods and approved resources  1 2 3 4 5

11. Has an evangelizing spirit and desire to share faith  1 2 3 4 5

12. Engages in service to the parish and in the world  1 2 3 4 5

Comments (for affirmation and growth):
Specific Responsibilities

B. Session Planning

1. Cooperates with the DRE/CRE to implement program goals 1 2 3 4 5
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1. Begins and ends each session on time  1  2  3  4  5
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5. Presents the material clearly and checks for comprehension  1  2  3  4  5
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Comments:

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9. Fosters positive relational dynamics among students  1  2  3  4  5
10. Relates constructively with school personnel (if applicable)  1  2  3  4  5

Comments:
Additional or overall comments:

Items for discussion:

Goals and suggested action steps for catechist's growth (personally and/or catechetically):

1.

2.

3.

______________________
Signature

______________________
Date
**Questions for Personal Reflection and/or Discussion with Parish Catechetical Leader:**

1. How do I view the gifts of God present around me, in other people, and in creation?

2. What gifts has God bestowed upon me?

3. Where in my life have I encountered the presence of God?

4. Do I have a sense of living, personal relationship with Jesus? What is that like?

5. Do I regularly open myself to God in prayer? What keep me from praying?

6. In what ways have I experienced the presence of the Holy Spirit in my life and in ministry?

7. How do I experience spiritual nourishment in Mass? What are other means of experiencing grace that I feed on?

8. What attracts me to liturgy and other forms of prayer and spiritual exercise?

9. What are the ways I seek, acquire, and extend reconciliation and forgiveness in my life?

10. How do I experience or personally relate to Paschal Mystery (the dying and rising of Jesus)?

11. How does my life reflect the call of Jesus to be his disciple?

12. How have I attempted to be food for the hungry? Or allowed others to feed me?

13. Do I carry within me a joy that comes from knowing God, a joy that is attractive to others?

14. How do I understand the Gospel as good news, for myself and for the world?

15. How has my faith caused me to challenge the visions and values of society?

16. Especially in terms of the the poor, the marginalized and the least loved, how is my discipleship to Jesus made real?

17. How have I experienced conversion? How am I in need of conversion?

18. How well do I draw upon Scripture as living Word of God and seek greater understanding of it for my life and ministry?

19. What aspects of Catholic faith do I want to understand better?

20. What formational resources and opportunities do I use for continued spiritual growth and theological understanding?

21. Who do I permit into my life to support and challenge me, personally and spiritually?