Guideline 7

SAMPLE EVALUATION INSTRUMENT

Name: ____________________________ Date: __________
Position: __________________________

On the adjoining grid, please place a check in the column which in your judgment best indicates the level of competence based on the job description of the Director of Catechetical Ministry. Space is provided for your comments.

<table>
<thead>
<tr>
<th></th>
<th>Superior</th>
<th>Above Average</th>
<th>Satisfactory</th>
<th>Below Average</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PHILOSOPHY/NEEDS/GOALS/EVALUATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Develops a philosophy of religious education for the parish in collaboration with other professional staff and parish leadership.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Assesses the total religious education needs of the parish in collaboration with other professional staff and parish leadership.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Establishes goals and objectives for parish catechetical ministry in collaboration with other professional staff and parish leadership.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Assesses progress towards goals at regular intervals, in collaboration with other professional staff and parish leadership.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Superior</th>
<th>Above Average</th>
<th>Satisfactory</th>
<th>Below Average</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. PROGRAMMING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Designs or otherwise assures strong catechetical programs to meet the needs at each level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Enables leadership to respond to the needs at various levels.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Oversees all programs and supervises those conducted by para-professionals and volunteers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Assures the selection of appropriate catechetical texts and materials according to diocesan guidelines, in collaboration with professional staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Encourages parental participation in appropriate programs.

6. Evaluates all programs at regular intervals, in collaboration with professional staff.

C. PERSONAL
1. Recruits and inservices coordinators and others responsible for servicing programs, in collaboration with professional staff.

2. Is a resource person to all coordinators.

3. Coordinates the recruitment of catechists for various programs.

4. Provides training for catechists in accordance with diocesan guidelines.

5. Provides opportunities for on-going education and spiritual formation of personnel.

6. Informs personnel of opportunities for professional courses/workshops for spiritual growth.

7. Recognizes, encourages and supports the catechetical efforts of those involved in the programs.

8. Evaluates all personnel and supervises para-professionals and volunteers in collaboration with professional staff.

D. ADMINISTRATION
1. Organizes and supervises the parish Catechetical Center.

2. Oversees proper use of parish facility.

3. Develops job descriptions for program coordinators in accordance with diocesan guidelines.

4. Develops a budget in collaboration with professional staff.
5. Is responsible for overseeing the expenditures of money.

6. Assures the maintenance of catechist and student records.

7. Prepares and recommends policies and procedures regarding parish religious education to Pastor/Education Committee/parish Council in collaboration with professional staff.

8. Coordinates the scheduling of all religious education programming.

9. Conducts meetings of catechetical staff.

10. Organizes the parish catechetical resource center.

**E. COMMUNICATION**

1. Meets regularly with the Pastor and pastoral team.

2. Serves as an ex-officio member of the parish board for education ministry or parish council.

3. Communicates policies and procedures to parents, students and adults in collaboration with professional staff.

4. Prepares a master calendar for catechetical ministry in collaboration with professional staff and parish leadership.

5. Maintains close communication with Diocesan Office for Evangelization and Catechetical Ministry.

6. Participates in local community and ecumenical religious education activities.

**F. CONSULTATION**

1. Is available to parents, students and adults for consultation, advice, referral.

2. Provides a resource to parish groups when appropriate.
G. ADDITIONAL PERSONAL/PROFESSIONAL QUALITIES

1. Displays professional attitudes - consider enthusiasm, sincerity, integrity, accountability, etc.

2. Furthers professional qualifications - consider desire to further education where appropriate, understanding of role in ministry, attendance at in-services, workshops, institutes for DCM’s, etc.

3. Accepts responsibility - consider ability to set work priorities and keep them, willingness to do fair share, ability to release or to share responsibility when necessary, etc.

4. Manifests ability in human relations - consider ability to deal sympathetically with problem situations, ability to communicate effectively, ability to relate interpersonally, ability to cooperate, etc.

5. Is industrious - consider willingness to work, originality, consistent effort, etc.

6. Performs well - consider appropriate work habits, use of common sense, use of good judgment, etc.

7. Understands organizational techniques - consider ability as leader/organizer, ability to create suitable working environment, etc.

H. ADDITIONAL COMMENTS

Signed

__________________________________________    ____________________________
Pastor                        DCM