

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.

A. PHILOSOPHY/NEEDS/GOALS/EVALUATION

1. Develops a philosophy of religious education for the parish in collaboration with other professional staff and parish leadership.

2. Assesses the total religious education needs of the parish in collaboration with other professional staff and parish leadership.

3. Establishes goals and objectives for parish catechetical ministry in collaboration with other professional staff and parish leadership.

4. Assesses progress towards goals at regular intervals, in collaboration with other professional staff and parish leadership.

B. PROGRAMMING

1. Designs or otherwise assures strong catechetical programs to meet the needs at each level.

2. Enables leadership to respond to the needs at various levels.

3. Oversees all programs and supervises those conducted by para-professionals and volunteers.

4. Assures the selection of appropriate catechetical texts and materials according to diocesan guidelines, in collaboration with professional staff.

Superior	Above Average	Satisfactory	Below Average	Poor	Not Applicable

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