

Due to the Chancery Office – April 15

Date: _____

Name of Catechetical Administrator: _____
(DFF/CFF, DYM/CYM or other)

Parish: _____ **City:** _____

DIRECTIONS:

Evaluate the catechetical administrator's *performance* on each of the following factors. These ratings should reflect the work and results attained *most of the time* by the catechetical administrator.

APPRAISAL SCALE:

- | | |
|---------------------------------|---|
| 3 = FINE PERFORMANCE: | <i>highest quality of work and results</i> |
| 2 = AVERAGE PERFORMANCE: | <i>acceptable level of work and results</i> |
| 1 = NEEDS IMPROVEMENT: | <i>below minimum acceptable level of work and results</i> |
| 0 = UNABLE TO RATE: | <i>lack of information</i> |

1. Faith Community Facilitator - *How well does the catechetical administrator model faith values and help to create the faith community?*

2. Planning Faith Formation Program- *How well does the catechetical administrator make the necessary preparations to insure an effective and smoothly operating program in religious education?*

3. Effectiveness in Administration - *How well does the catechetical administrator schedule regular work with the proper sense of priorities, in order to meet the religious education needs of the parish community? How well are special or emergency needs handled?*

4. Finalizing Programming Duties - *How proficient is the catechetical administrator in maintaining records, supplies and equipment?*

5. Collaboration - *How well does the catechetical administrator coordinate work with the work performed by others in the parish?*

6. Handling Relations with Others - *How well does the catechetical administrator relate with others, both within the parish and in the various diocesan communities?*

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7. Handling Communications - *How well does the catechetical administrator keep parents, catechists, students and staff informed?*

8. Problem Solving - *How effective has the catechetical administrator been in identifying, evaluating and planning timely responses to problems?*

9. Keeping Informed - *How well does the catechetical administrator keep up to date on current events and developments in the field of parish catechesis?*

10. Diocesan Catechist Certification - *How conscientious is the catechetical administrator in achieving and maintaining the diocesan catechist certification requirements for himself/herself and in leading parish catechists to do the same?*

11. Vision - *How well does the vision of the catechetical administrator carry out the goals and objectives of the parish community?*

12. Safety - *How effective is the catechetical administrator in the area of safety of students and care of property?*

13. Cost - *How effective is the catechetical administrator in controlling costs and following the budget?*

Pastor/PLA Signature _____ **Date** _____

or

Board Member Signature _____ **Date** _____

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PROFESSIONAL GROWTH SUMMARY

Date:

Name of Catechetical Administrator:

Parish: _____ **City:** _____

A. Catechetical Administrator’s Performance Strengths:

B. Areas of performance *needing improvement*:

C. Areas of performance *showing improvement during the past year*:

Administrator Signature _____ **Date** _____

Pastor/PLA Signature _____ **Date** _____

Board President/Faith Formation Chair Signature _____ **Date** _____