

## SUGGESTED PROCESS

### EVALUATION OF PARISH CATECHETICAL PROCESSES

#### ADULT FAITH FORMATION, ADOLESCENT CATECHESIS, ELEMENTARY CATECHESIS

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1. Determine people to participate in the evaluation process such as parish staff, elementary catechists, youth ministry/adolescent catechesis personnel, adult faith formation committee, parents, children, youth, etc.
2. Make copies of the evaluation form for each participant to complete individually. Sample evaluation tools are available from the Office of Religious Education and may be found in the *Directory for Catechesis*.
3. Gather participants to discuss their evaluation of the catechetical program.
4. Make a complete list of the areas of strength and areas in need of improvement.
5. Discuss the needs, set priorities, and decide on possible actions.
6. List the actions chosen by the participants as objectives for the coming year. The objectives should be specific ways to improve or strengthen the process. Identify dates, times, costs, etc.
7. Present a summary of the evaluation process and the written list of the objectives to the Parish Pastoral Council.
8. Mail a copy of the End of the Year Summary Report(s) to the Office of Religious Education.
9. Keep the written objectives on file in the parish. Reviewing these objectives would be the first step in the evaluation process for the following year.

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For additional assistance, please contact a member of the Office of Religious Education Staff.