**Planning and Evaluation of Elementary Catechesis**

**Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ Parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Structure | Always | Sometimes | Occasionally | Never | N/A |
| 1. Minimum of 36 hours of catechetical instruction |  |  |  |  |  |
| 1. Additional hours scheduled for elementary catechesis   including prayer, community and service |  |  |  |  |  |
| 1. Approved textbooks used |  |  |  |  |  |
| 1. Diocesan Curriculum for Catechesis implemented |  |  |  |  |  |
| 1. Appropriate child-catechist ratio (10-1) |  |  |  |  |  |
| 1. Catechesis for persons with disabilities |  |  |  |  |  |
| 1. Pre-school/kindergarten catechesis |  |  |  |  |  |
| 1. Junior high ministry includes 36 hours of instruction, plus   14 hours for service, community building, prayer, retreat |  |  |  |  |  |
|  |  |  |  |  |  |
| Comments: | | | | | |

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| Catechists | Always | Sometimes | Occasionally | Never | N/A |
| 1. Adult catechists who are practicing Catholics |  |  |  |  |  |
| 1. Certified catechists |  |  |  |  |  |
| 1. Compliance with Diocesan Child Protection Policy |  |  |  |  |  |
| Comments: |  |  |  |  |  |

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| Administration | Always | Sometimes | Occasionally | Never | N/A |
| 1. Parents and Catechists co-operate in catechetical formation? |  |  |  |  |  |
| 1. Parent Advisory group functioning |  |  |  |  |  |
| 1. Handbook for catechists |  |  |  |  |  |
| 1. Handbook for families |  |  |  |  |  |
| 1. Permanent record cards are maintained for each child |  |  |  |  |  |
| 1. Permanent record cards are maintained for each catechist |  |  |  |  |  |
| 1. Permanent records cards are maintained for parish sacramental register |  |  |  |  |  |
| 1. Yearly calendar prepared to include   catechetical sessions  community building, worship, service  catechist inservice |  |  |  |  |  |
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| 1. Regular communication with parents |  |  |  |  |  |

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| 1. Regular communication with pastor and other parish staff |  |  |  |  |  |
| 1. Catholic school (if applicable) parents, catechists, principal |  |  |  |  |  |
| 1. Annual observation/evaluation of catechists |  |  |  |  |  |
| 1. Annual catechetical and personnel reports on file at diocese and at parish |  |  |  |  |  |
| 1. Adequate physical facilities |  |  |  |  |  |
| Comments: |  |  |  |  |  |

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| Finance | Always | Sometimes | Occasionally | Never | | N/A |
| 1. Annual projected budget prepared |  |  |  | |  |  |
| 1. Adequate funds allocated for:   textbooks & other resources  manuals & other resources for catechists  library membership  catechist formation & certification  community building, retreat, and service |  |  |  | |  |  |
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| 1. Annual evaluation report of income and expenses |  |  |  | |  |  |
| Comments: |  |  |  | |  |  |
| Evaluation | **Always** | **Sometimes** | **Occasionally** | | **Never** | **N/A** |
| 1. Annual evaluation by catechists, parents and children |  |  |  | |  |  |
| 1. Annual goals and objectives based on evaluation results |  |  |  | |  |  |
| 1. Annual report communicated to the pastor and pastoral council and a copy sent to diocese |  |  |  | |  |  |
| Comments: |  |  |  | |  |  |
| Sacraments | **Always** | **Sometimes** | **Occasionally** | | **Never** | **N/A** |
| 1. Catechesis for First Eucharist for:  Candidates?  parents/guardians |  |  |  | |  |  |
|  |  |  | |  |  |
| 2. Catechesis for First Reconciliation for:  candidates  parents/guardians |  |  |  | |  |  |
|  |  |  | |  |  |
| 3. Immediate preparation for Confirmation:  candidates  sponsors  parents/guardians |  |  |  | |  |  |
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| 4. A minimum of three months between the celebration of  First Reconciliation and First Eucharist |  |  |  | |  |  |
| 5. Ongoing catechesis for and celebration of Reconciliation |  |  |  | |  |  |
| 6. Process of RCIA adapted for children of catechetical age |  |  |  | |  |  |

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| **OTHER- Please list and evaluate other aspects of Elementary Catechesis or additional related programs that your parish provides for children, e.g., Liturgy of the Word for Children, Vacation Bible School, family celebrations, appreciation events, etc.** | | |
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