



Office of Faith Formation and Lay Ecclesial Ministry
 Directory for Catechesis

Planning and Evaluation of Elementary Catechesis

Evaluator _____ Date _____ Parish _____ City _____

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

Comments:

Catechists	Always	Sometimes	Occasionally	Never	N/A
1. Adult catechists who are practicing Catholics					
2. Certified catechists					
3. Compliance with Diocesan Safe Environment Policy					

Comments:

Administration	Always	Sometimes	Occasionally	Never	N/A
1. Parents and Catechists collaborate in catechetical formation?					
2. Parent Advisory group functioning					
3. Handbook for catechists					
4. Handbook for families					
5. Permanent record cards are maintained for each child					
6. Permanent record cards are maintained for each catechist					
7. Permanent records are maintained for parish sacramental register					
8. Yearly calendar prepared to include catechetical sessions community building, worship, service catechist inservice					
9. Regular communication with parents					
10. Regular communication with pastor and other parish staff					
11. Catholic school (if applicable) parents, catechists, principal					
12. Annual observation/evaluation of catechists					
13. Annual catechetical and personnel reports on file at diocese and at parish					
14. Adequate physical facilities					

Comments:



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Finance	Always	Sometimes	Occasionally	Never	N/A
1. Annual projected budget prepared					
2. Adequate funds allocated for: textbooks & other resources manuals & other resources for catechists library membership catechist formation & certification community building, retreat, and service					
3. Annual evaluation report of income and expenses					
Comments:					
Evaluation	Always	Sometimes	Occasionally	Never	N/A
1. Annual evaluation by catechists, parents and children					
2. Annual goals and objectives based on evaluation results					
3. 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					
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 OCIA adapted for children of catechetical age					

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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_____	_____
_____	_____
_____	_____
_____	_____