



DIOCESE OF VENICE IN FLORIDA

DEPARTMENT OF EDUCATION
OFFICE OF CATECHESIS

EVALUATION

OF

**DIRECTOR OF RELIGIOUS EDUCATION/
COORDINATOR OF CATECHESIS**

Name: _____ **Date:** _____

Parish/Mission: _____

Evaluated by: _____ **Position:** _____

This evaluation should be conducted once a year in two stages, first as a self-evaluation by the DRE/CC and then by the Pastor/Administrator. The final evaluation should be signed by both the employee and the Pastor/Administrator and a copy placed in the employee's personnel file.

1. Religious Education Plan

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
The DRE has a written plan for changes and improvements in the religious education program that reflects the parish's mission statement and diocesan standards, and includes specific goals and objectives.			

2. Pastor Involvement in Religious Education

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
The DRE provides opportunities for the Pastor to be involved with the Religious Education Program.			

3. Communications

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
A. Communications are maintained on a regular basis with parents and catechists in the form of newsletters, take-home materials, and e-mails. Handouts are made available for students, catechists and parents. The DRE retains a copy of all communications in the office files.			
B. The DRE conducts a year-beginning meeting, regular monthly meetings, days of reflection, and seasonal celebrations with catechists.			

4. Sacramental Preparation

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
A. Sacramental classes are held in addition to the regularly scheduled religious education sessions. The sacramental program conforms to diocesan standards.			
B. Parents are invited to sacramental preparation and catechesis.			

5. RCIA

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item Due</i>	
A. The DRE is the coordinator for RCIA: Yes _____ No _____ <i>If no, proceed to #6.</i>			
B. The DRE has attended the North American Forum on the Catechumenate, has established a team to implement each phase of the RCIA and includes the parish community in the celebration of the rites.			

6. Qualifications and Responsibilities for DRE

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item Due</i>	
A. The DRE is theologically and educationally prepared for the position according to the diocesan DRE job description.			
B. If the DRE does not have the appropriate qualifications for the position, the pastor and DRE must develop a three-year professional development plan to ensure the DRE meets diocesan job requirements. (Attach 3-year plan.)			

7. Evaluation

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item Due</i>	
A. Catechist evaluation: The DRE observes each catechist a minimum of two times a year and does a formal written observation for each person at least once a year using the diocesan evaluation form.			
B. DRE observation: The pastor/administrator meets with the DRE and does a formal written evaluation of the person at least once a year using the diocesan evaluation form.			

8. Diocesan/Deanery Meetings and Events

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
A. The DRE attends the five (5) annual DRE meetings as well as the annual diocesan catechetical day.			

9. Supervisory Role

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
The DRE provides those supervised with written job descriptions, expectations and evaluations.			

10. Record Keeping

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
A. Student files are readily accessible and contain all appropriate documentation.			
B. Catechist files are readily accessible and contain all appropriate documentation.			
C. All catechist files contain required safe environment documentation.			

11. Assimilation

Expectation	Meets Expectation	Recommendations for Follow-Up <i>Item</i> <i>Due</i>	
The DRE is involved in aspects of parish planning as appropriate, i.e., sacramental and liturgical celebrations.			

Goals for Next Year:

<p>1.</p>
<p>2.</p>
<p>3.</p>

Additional Comments from the Evaluator:

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Director of Religious Education Signature

Date

Coordinator of Catechesis

Date

Evaluator Signature

Date