

**TO:** Pastors; Councils for Catechesis; Boards/Committees of Education; Parish Catechetical Leaders  
**FROM:** John Gaffney, Diocesan Director of Catechetical Services  
**RE:** *Performance Appraisal for Parish Catechetical Leader*

Diocesan Catechetical policy requires an annual evaluation (performance appraisal) of catechetical leaders by their Council for Catechesis, Board or Committee of Education. This packet is delivered to all parishes to assist with this process. A copy of the Diocesan Contract and supporting materials available by emailing [ssimmer@dmdiocese.org](mailto:ssimmer@dmdiocese.org)

Please complete a Performance Appraisal and *return the requested enclosures* to the Office of Catechetical Services, page 2, see #9. (Even in cases where your catechetical leader is a part-time volunteer or a vowed religious.)

**A. TIMELINE:**

**March 15, 2011**

A Performance Appraisal of the catechetical leader is to be completed. The decision is made by the Pastor, Council, Board or Committee to renew or withhold a new contract or work agreement. The catechetical leader is offered a contract or not offered a contract/work agreement by this date.

**April 15, 2011**

If the catechetical leader chooses to renew the contract/work agreement as offered, the contract/work agreement is then signed and returned to the Pastor, Council, Board or Committee by this date.

**May 15, 2011**

Photocopies of the new job description, contract/work agreement, and requested forms are to be sent to: **Diocesan Director of Catechetical Services**

**B. IMPORTANT CONSIDERATIONS:**

1. Every Performance Appraisal is to be completed in light of the job description. It is important to remember that Performance Appraisals are a measure of *performance* rather than personality or unspoken expectations.
2. The goal of any Performance Appraisal process is to *encourage*:
  - ongoing personal growth and faith formation of the catechetical leader
  - honest and open dialogue between the pastor, all Council, Board or Education Committee members and the catechetical leader;
  - constructive and mutual direction setting for the future
  - positive affirmation of one another;
  - mutual ownership of all aspects of faith formation within the parish structure.
3. Please direct any questions concerning this Performance Appraisal procedure to:  
**John Gaffney, Diocesan Director of Catechetical Services**  
**515-237-5026 (direct line) or 515-237-5058 (secretary)**

Thank you for your cooperation and continued support of your catechetical leader(s).

**C. PERFORMANCE APPRAISAL PROCEDURE:**

1. A copy of the Performance Appraisal procedure is delivered to all Council, Board or Committee members by the local chairperson.

If there are questions, the Council, Board or Committee meets in executive session to review the Performance Appraisal and clarify. If significant problems or changes are anticipated at the time of the Performance Appraisal, the Diocesan Director needs to be contacted.

The Council, Board/Committee or representative member(s) meets individually with the catechetical leader to review the job description, activities and monthly written reports of the employee from the current year, in order to collect input needed to proceed with the Performance Appraisal.

2. Each Council, Board or Committee member completes the *Professional Growth Response Form*.
  - **A LOCALLY DEVELOPED PERFORMANCE APPRAISAL BASED ON THE CATECHETICAL LEADER'S JOB DESCRIPTION MAY BE USED INSTEAD OF THE ENCLOSED PROFESSIONAL GROWTH RESPONSE FORM.**
3. Forms completed in steps #2 should be brought to the next Council, Board or Committee meeting.
4. The Parish's Catechetical Leader will complete the same form in self-appraisal and bring it to the same Council, Board or Committee meeting.
5. In executive session, Council, Board or Committee members discuss their Performance Appraisal responses. The chairperson then invites the Catechetical Leader into the meeting to share her/his self-Performance Appraisal and to receive the appraisal of the local Council, Board or Committee.
6. The Chairperson collects the *Professional Growth Response* forms from Council, Board or Committee members and the Catechetical Leader.
7. *Form #100: Professional Growth Summary* is completed by the Chairperson utilizing collected *Professional Growth Response* forms.
8. *Form #200: Procedural Report* is completed and signed by the Council, Board or Committee chairperson **and** the catechetical leader.

**9. MAIL:**

**A copy of the following to the Diocesan Director of Catechetical Services:  
601 Grand Avenue  
Des Moines, Iowa 50309-2501**

- The completed *Form #100: Professional Growth Summary*
- The completed *Form #200: Procedural Report*
- A copy of the catechetical leader's new contract/work agreement
- A copy of the catechetical leader's job description for the coming year

**PROFESSIONAL GROWTH RESPONSE**

Date: \_\_\_\_\_

Name of Catechetical leader: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

**DIRECTIONS:**  
Appraise the catechetical leader's *performance* on each of the following factors.  
These ratings should reflect the work and results attained *most of the time* by the catechetical leader.

**APPRAISAL SCALE:**  
**3 = FINE PERFORMANCE:** *high quality of work and results*  
**2 = ACCEPTABLE PERFORMANCE:** *acceptable level of work and results*  
**1 = NEEDS IMPROVEMENT:** *below minimum acceptable level of work and results*  
**0 = UNABLE TO RATE:** *lack of information*

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

\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

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

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\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

Diocese of Des Moines  
Catechetical Leader Performance Appraisal  
(Revised January 2011)

**6. Handling Relations with Others** - *How well does the catechetical leader 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 leader keep parents, catechists, students and staff informed?*

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

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

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

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

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

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

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Signature \_\_\_\_\_

Professional Growth Response

**PROFESSIONAL GROWTH SUMMARY  
FORM #100**

Date: \_\_\_\_\_

Name of Catechetical Leader: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

**A. Catechetical Leader's Performance Strengths:**

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**B. Areas of performance *needing improvement*:**

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

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Signature \_\_\_\_\_  
Council, Board or Committee Chairperson

**PROCEDURAL REPORT  
FORM #200**

**1. Procedure of the Council, Board or Committee comments follows:**

- a. Our Council, Board or Committee met in executive session to discuss this Performance Appraisal.  Yes  No
- b. Our Council, Board or Committee met with the catechetical leader prior to this Performance Appraisal, to discuss the process and collect information.  Yes  No
- c. Time was allowed in executive session to discuss the Performance Appraisal written by the Council, Board or Committee members.  Yes  No
- d. Time was allowed in executive session for our catechetical leader to share her/his own self-appraisal of performance.  Yes  No

**2. The following are enclosed:**

- a. A completed copy of *Form #100: Professional Growth Summary*  Yes  No
- b. A completed copy of *Form #200: Procedural Report*  Yes  No
- c. A copy of the catechetical leader's job description for the coming year  Yes  No
- d. A copy of the catechetical leader's new contract/work agreement  Yes  No

**Any Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Parish:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Signature** \_\_\_\_\_  
Council, Board or Committee Chairperson

**Signature** \_\_\_\_\_  
Catechetical Leader  
("I have seen my *Professional Growth Summary Form #100*")