

End of the Year Evaluation Meetings

A necessary element of all programming is *evaluation*. For some reason, many people shy away from making time for this because they think they don't have the time to do it, or, because they may feel intimidated by the process. However, in order to continue to improve and offer the best possible catechetical programming, evaluation is a must. We have developed a simple process to follow to get the conversation started. Please adapt as needed.

Scheduling. About a month after the program ends, gather the entire Catechetical Team and host an evaluation meeting. Those invited would include catechists, secretarial help, sacrament coordinators, DRE/Coordinator, pastor, associate pastors, music ministry, service-to-others coordinator-anyone with a key role in the program, etc. In large parishes only representatives from each area would be invited.

You may want to ask some people to prepare an overview of their area ahead of time; this could include: # enrolled, # volunteers, summary of written/verbal evaluations provided by participants, etc.

Facilitating the Process: Choose a Good Facilitator. This is the most important factor for a successful outcome. You may do it yourself or find someone who has had experience or is not be personally involved in your program.

Time Limits for each part of the process need to be set. A time keeper is assigned *About two hours is a good length for the entire meeting.*

Brainstorming Rules. Begin with brainstorming. The rules should be reviewed:

- After a person speaks there should be no comments or non-verbal reactions from other present. Each will have their turn to speak.
- All members are given a turn to speak
- Ask each person to keep their remarks brief. 1 -2 minutes
- Facilitator does not act as an authority, does not give opinions and stays neutral to ideas. (only after brainstorming then reactions, comments, plans etc. may be voiced)

Areas of Evaluation. Under each area, participants are asked to brainstorm the strengths and concerns under each area. (Below are only suggestions):

1. Personnel: catechists, assistants, substitutes, etc.
2. General Program: structure, calendar, time, spirit
3. Those with Special Needs: identification, mainstreaming
4. Coordinator: Pastor, Parish Staff, Parents, Parishioners

5. Curriculum: Elementary, Adolescent, Adult, Human Growth and Development, Sexual Abuse Awareness Mandates
6. Parish: Weekend Liturgy, Sacraments, Connection with parish
7. Assessment: student, by Diocese 3rd and 7th grades, by parents, parish, catechists, staff
8. Certification/Enrichment of Catechists/Screening
9. Volunteer Recruitment
10. Experiences: projects, special events, field trips, speakers, multi media
11. Other areas

Top Concerns. After brainstorming each area of the program each person names their four top concerns. This could be done individually or in groups. Each person can list on paper first. Assign a recorder, (use computer, overhead, chalkboard or newsprint). Each person prioritizes their top 4 by placing 1,2,3,4 next to the concern. Work toward group consensus on main areas of concern.

Action Plan

Facilitator fills in the following from the top concerns and promotes ownership from group for each concern. The entire group should be able to see this chart (examples given).

<u>WHAT</u> needs to be done	<u>HOW</u> will it happen	<u>WHEN</u> will it happen?	<u>WHO'S</u> responsible?
1. catechist training	Echoes of Faith program	Sept-before classes begin	Sr. Mary Holycard
2. monitor use of curriculum	classroom observation	monthly visits in each	Mrs. U. Charist
3. implement summer program	committee of H.S. parents & students	by Aug	Mr. Y. Bother

Follow Up

Coordinator and staff (including the pastor or pastoral administrator) chooses the plans to be implemented and approves of those who are delegated to take leadership. Meetings are set up as soon as possible with leader.

A note of thanks should go to all participants, as well as a reminder to those who volunteered take on one of the action steps.

Process developed by:

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