

ELEMENTARY LEVEL**MINISTRY FORMATION – EVALUATION FORM**
Office of Religious Education
Archdiocese of Los Angeles

(To be completed by the designated person evaluating the catechist-learner in a class setting)

DIRECTIONS: This form is to be given to the person evaluating the candidate for certification. We encourage both the evaluator and the candidate to study this form in order to make the process as valuable as possible. Immediately following the session the evaluator shares observations, perceptions and comments relating to the evaluation of the candidate. Both the candidate and the evaluator sign this form. *It is the candidate's responsibility to return it promptly to the Master Catechist Team with whom he/she is working toward certification.*

NAME OF CANDIDATE BEING OBSERVED

LOCATION OF FORMATION CENTER (PARISH/CITY)

NAME OF EVALUATOR

PARISH WHERE OBSERVATION TOOK PLACE

GRADE OBSERVED

DAY/DATE/TIME OF CLASS

LENGTH OF CLASS

TEXT USED / PUBLISHER

1. Atmosphere: Describe what you saw and felt relating to the room environment, seating, etc.

2. Catechist: Describe what you saw and felt relating to the catechist's manner, voice, animation, rapport and preparation.

3. Students: Describe what you saw and felt most related to student's motivation, cooperation, participation, interest and responsibility.

4. Lesson Presentation:

A) What was the aim of the lesson? _____

Was it successfully carried out? _____ How? _____

B) How was the lesson introduced? _____

C) What approach and materials did the catechist candidate use in developing the body of the lesson?

Describe any audio-visual materials used: _____

D) How was the lesson concluded? _____

E) How was the candidate's preparation and current knowledge of the subject matter shown in this lesson?

5. General Strengths & Weaknesses: Make some comments on the candidate's strengths and weaknesses in the following general areas.

A) Classroom Management: _____

B) Student Activities: _____

C) Use of Text & Teaching Techniques: _____

D) Prayer: _____

E) Student Participation: _____

6. General Evaluation & Recommendation:

At this time would you recommend this candidate for certification as a catechist?

- Yes. Yes, with reservations. (please elaborate below) No. (please explain below)

7. Candidate Response:

The candidate is welcome to make any comments/observations on the experience of their evaluation.

Together we have shared and discussed the contents of this evaluation.

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE OBSERVER/EVALUATOR

DATE

**It is the responsibility of the Candidate for Certification
to return this completed form to the Master Catechist
with whom he/she is working toward certification.**
