Catechist's Effectiveness Checklist

This form was completed for the year: 20____ - 20____

CLASSROOM MANAGEMENT	ALWAYS	OFTEN	SOMETIMES	NEEDS ATTENTION
I read the teacher's guide material to prepare for each lesson.				
2. I prepare an overall teaching plan for the year.				
I reserve audio-visuals and requisition supplies 3-4 weeks before needed.				
4. I try to write out the main ideas that I should stress for each lesson.				
I prepare for my lesson by doing some reflective thinking and praying.				
6. I call each child by name, and I know each student's name by 2 nd or 3 rd session.				
7. I introduce my lessons with life-experience the students can identify with.				
I write out my class objectives, so I can determine if the students attain them.				
I direct questions to the group first and then call on an individual student to respond.				
10. I maintain order in a relaxed atmosphere, and I have certain rules at the beginning of the year.				
11.I am in the classroom well ahead of the students and I welcome them as they enter.				
12.I use available pictures, posters, wall and bulletin boards to make the room more pleasant.				
13.I incorporate a refreshment break in the lesson.				
PERSONAL GROWTH				
14.I attend catechist meetings.				
15.I read books and articles on religious education and my faith.				
16.I attend area workshops, Diocesan Conventions, and teacher enrichment sessions.				

	ALWAYS	OFTEN	SOMETIMES	NEEDS ATTENTION	
17.I have introduced myself to the parents of my students. They know me and are free to call me for any problems.					
18.I keep my own talking to a minimum so the students may initiate ideas or respond to concepts presented.					
19.I really listen when a student makes a comment or asks a question.					
20.I admit when I am wrong, and I am quick to apologize.					
21.I am consistent in the way I correct my students.					
22.I am fair with the students, showing no favoritism.					
23. The students are not afraid to express their ideas.					
24.I enjoy the students, the material presented, and I am enthusiastic about my faith.					
SPIRITUAL GROWTH					
25. I pray for my students and their families.					
26.I pray with the students some time during the session.					
27.I teach formal prayers suggested by the scope/sequence chart of my series and Diocesan guidelines.					
28.I encourage spontaneous prayer in my class and pray spontaneously myself.					
29.I arrange for short "para-liturgies".					
30. The students help plan these liturgies.					
31. Parents are encouraged to attend these liturgies and/or class sessions.					
Catechist's Name:					
Grade taught:					
# of years teaching this grade:					