

# *Appendix A ~ Annual Forms*

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# Parish Catechetical Personnel Directory

Date \_\_\_\_\_

Parish Name \_\_\_\_\_ Phone \_\_\_\_\_

Pastor/Administrator \_\_\_\_\_ Fax \_\_\_\_\_

\*\*\*\*\*

Catechetical Leader's Name: \_\_\_\_\_ Title: \_\_\_\_\_

*DFP, AFF, Coordinator*

Address where you wish all your mail to be sent \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Year began as Catechetical Leader \_\_\_\_\_

E-mail address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Home mailing address if different from above: \_\_\_\_\_

**For Parishes with "Co-Directors" please list additional information here:**

Catechetical Leader's Name: \_\_\_\_\_ Title: \_\_\_\_\_

*DFP, AFF, Coordinator*

Address where you wish all your mail to be sent: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Birthday: \_\_\_\_\_

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RCIA Coordinator: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

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Adult Ed Coordinator: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

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Sacramental Coordinator: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

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Youth Minister: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

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Music Minister: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Bulletin Editor: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Pastor: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Please return to the Regional Faith Formation Office. **If requested by the regional director, please include a photograph of yourself** for the new directory. Photos will be returned. This is a great help for the entire community to get to know and recognize one another! Inform the Regional Office of any changes throughout the year.

# Parish Catechist Information

Parish Name: \_\_\_\_\_ Location: \_\_\_\_\_

Catechetical Leader: \_\_\_\_\_ Catechetical Year: \_\_\_\_\_

Please include Grade Level Catechist, RCIA teams, Youth Ministry

Return to the Regional Director by November 1st

Grade	Name	Phone	Address, City, Zip	Email Address

*Continued on next page*

# Parish Catechist Information

Grade	Name	Phone	Address, City, Zip	Email Address

# Statistical Report Instructions

- Make a copy of the original form in your handbook and replace original.
- Type or print all information clearly.
- As you fill in the information for each grade, be sure to include all information. Textbook name and publisher are important. It is fine to use ditto marks for repeating book series.
- List those who work as aides in the classroom. If they are certified, include them in the total of certified catechists.
- If you offer choices for grade level sessions, you may use an additional sheet of paper to list each session day and time.
- It is desirable for learners to attend at least 30 total contact hours within each year. List the total contact hours for each grade level and sacrament.
- Remember to list sub-totals where indicated, as these are crucial for subsequent reports.
- Do not combine any grade levels even if students are in a combined class. Numbers of students at each grade level are needed. This applies to high school students as well. For example: Ninth grade students should be counted separately even if they are in a combined class with those students in Tenth grade.
- Include any children with special needs in the space indicated, even if they are mainstreamed into the parish program. A child/youth with special needs would be any person who needs special assistance in the learning process for a variety of reasons.
- Carefully fill out the sacramental section. Those who are in sacramental programs should be counted at their grade level as well. Remember sacramental programs are separate and in addition to grade level education. See the Sacramental Guidelines for specific information.
- Be sure to fill out the total numbers at the end of each heading.
- Don't forget your catechists! Be sure to give an accurate count along with their *catechist* certification status.
- The GRAND TOTAL box will include a final count of those individuals in your parish program. Be accurate and count each person once.
- In the last section on personnel, be sure to list name, address, zip, day and evening telephone as well as their e-mail address. If you do not know the information, please do the research.
- Before mailing your form in, make a copy for your file.

*Thank you so much for your prompt attention to filling out and returning this Statistical Report.  
The information is of vital importance to Faith Formation throughout the diocese.  
Return to your Regional Office by November 1st of each year.*

# Statistical Report Form

Return to the Regional Office of Faith Formation by: NOVEMBER 1ST

Catechetical Year: \_\_\_\_\_ Parish: \_\_\_\_\_ Name \_\_\_\_\_ Location \_\_\_\_\_

Grade	Students	Students w/Special Needs	Catechists	Certified Catechists	Classroom Aides	Session Day & Time	Total Contact Hrs	Textbook Name	Publisher
Pre-K									
Kindg									
Gr 1									
Gr 2									
Gr 3									
Gr 4									
Gr 5									
Gr 6									
<b>Total Pre-K- 6Gr</b>									
Gr 7									
Gr 8									
<b>Total 7-8 Gr-Gr 9</b>									
Gr 10									
Gr 11									
Gr 12									
<b>Total 9-12 Gr</b>									
<b>Final Total</b>									

*Continued on back*

Sacramental Prep	Students	Students w/Special Needs	Catechists	Certified Catechists	Classroom Aides	Session Day & Time	Total Contact Hrs	Textbook Name	Publisher
1st Penance									
1st Eucharist									
Confirmation									
<b>Sub Totals</b>									

**GRAND TOTAL**

Students	Catechists	Certified Catechists	Aides

*Count each student ONLY once*

Catechetical Leader: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

	Name	Address	Zip	Telephone		E-Mail
				Day	Eve	
Additional Staff						
RCIA Coordinator Adults						
RCIA Coordinator Children						
Adult Faith Coordinator						
Youth Minister						
Sacramental Coordinator						
Grade Level Coordinator						
Religious Education Secretary						
Other						

Return to the Regional Office of Faith Formation by: **DECEMBER 1ST**



# Sexual Abuse Awareness Training Tally Sheet

The Charter for the Protection of Children and Young People mandates dioceses “to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children.”

Parish: \_\_\_\_\_ Location \_\_\_\_\_  
(City/Town/Village)

Name of person filing report \_\_\_\_\_

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

Please complete the applicable sections. If not applicable please mark as “0” :

Grade Level	Total # Students Enrolled in Grade Level*	Total # of Students ** Trained this Year (Sept – June)	Total # of Parents Requesting Exemption***
PreK – K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
TOTALS ⇒			

\* Home schooled students who receive ALL instruction at home should be counted as trained unless parent(s) decline training.

\*\* Please explain any gaps between total number of students enrolled and total number trained. Attach additional pages if needed.

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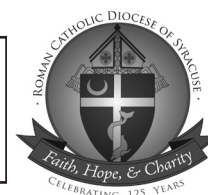
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\*\*\* If a parent requests that their child(ren) be exempted from participation in Personal Safety training, that request must be documented in writing and/ or using the form provided with the training curriculum. In such cases, the parent should be offered the grade level materials to work with their children at home. If a parent declines the materials, please document that as well.

Please submit this form along with copies of any supporting documentation  
*annually by May 15th to:*  
 Diocesan Director, Office of Faith Formation, 240 E. Onondaga Street, Syracuse, NY 13202



# Yearly Response Form for Ongoing Formation

Certified parish Directors of Faith Formation and Associates of Faith Formation are asked to return this form, completed, to the Regional Faith Formation Director annually. It will be maintained in the DFF/AFF file for purpose of supporting the DFF/AFF's request to renew DFF/AFF certification (65 minimum contact hours for 5 years). Official transcripts or copies of certificates or other relevant documentation where available should be attached to this form and submitted with it. (You may include presentations, workshops, conferences, retreats and courses that will be completed by the end of the academic year.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *Zip*

Parish of Ministry: \_\_\_\_\_ Location: \_\_\_\_\_

Period From: \_\_\_\_\_ to \_\_\_\_\_  
*beginning date* *ending date*

Title	Sponsoring Institution/Agency & Location	Number of Contact or Credit Hours	Dates

# Catechetical Leader Evaluation

Name \_\_\_\_\_ Date \_\_\_\_\_

It is suggested that the catechetical leader do a self-evaluation in addition to the one done by the pastor and other parish personnel who know of this person's ministerial roles and responsibilities.

By self  By pastor  By other \_\_\_\_\_  
(name)

In each of the areas listed, place a number beside the statement which describes your understanding of the responsibilities and performance. You may further comment on each area if you wish.

1. outstanding; consistently exceptional in this area; shows initiative, meets challenges; needs little direction
2. exceeds requirements; knowledgeable in other areas of parish life; needs little supervision
3. meets requirements: fully trained or making progress in knowledge of the job; normal supervision
4. some deficiency exists: may meet standard requirements most of the time, but falls below at others
5. below standards: cannot or will not meet minimum standards under normal conditions due to a lack of application

This evaluation was reviewed by: \_\_\_\_\_ on \_\_\_\_\_  
(Pastor/Ministerial Supervisor) (date)  
\_\_\_\_\_  
(Catechetical Leader)

## Person of Faith

- \_\_\_\_\_ Exemplifies a professional standard of behavior as one who represents the Church
- \_\_\_\_\_ Has an uncompromising desire to live the values of the Gospel
- \_\_\_\_\_ Participates in the sacramental life of the church
- \_\_\_\_\_ Takes time for prayer, reflection and retreat
- \_\_\_\_\_ Engages in ongoing spiritual and professional development
- \_\_\_\_\_ Researches the needs and preferences of the parish to design a program
- \_\_\_\_\_ Develops catechetical programs for all age levels, based on principles in the NCD (*National Catechetical Directory*)
- \_\_\_\_\_ Chooses suitable materials for these programs in accord with the CCC (*Catechism of the Catholic Church*)
- \_\_\_\_\_ Assures proper formation of catechists
- \_\_\_\_\_ Trains (or provides for training) of catechists in basic educational principles
- \_\_\_\_\_ Presents and explains the catechetical programs to the parents
- \_\_\_\_\_ Provides catechetical perspective and expertise to the other members of the staff
- \_\_\_\_\_ Fosters and encourages catechists to become certified

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Catechist

- \_\_\_\_\_ Articulates an understanding of the person and mission of Jesus
- \_\_\_\_\_ Teaches the foundations of Catholic faith and doctrine, as well as the current teachings of the Church
- \_\_\_\_\_ Reflects upon and explains the movements of the Spirit in persons, the parish and in the larger Church and world communities
- \_\_\_\_\_ Explains the foundational elements of Vatican II, particularly to catechists, parents and adult learners
- \_\_\_\_\_ Interprets the meaning and value of pastoral situations in light of theology and to enable people to share these meanings and to integrate them more consciously in their lives
- \_\_\_\_\_ Provides opportunities which enable members of the parish community to grow in their knowledge of Scripture, and how the Scriptures speak to us today

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- \_\_\_\_\_ Researches the needs and preferences of the parish to design a program
- \_\_\_\_\_ Develops catechetical programs for all age levels, based on principles in the NCD (*National Catechetical Directory*)
- \_\_\_\_\_ Chooses suitable materials for these programs in accord with the CCC (*Catechism of the Catholic Church*)
- \_\_\_\_\_ Fosters and encourages catechists to become certified
- \_\_\_\_\_ Trains (or provides for training) of catechists in basic educational principles
- \_\_\_\_\_ Guides catechists and committee members through the steps of theological reflection
- \_\_\_\_\_ Presents an overview of the Church's social teaching to catechists, parents and adult learners
- \_\_\_\_\_ Presents and explains the catechetical programs to the parents
- \_\_\_\_\_ Provides catechetical perspective and expertise to the other members of the staff
- \_\_\_\_\_ Helps members of the parish community articulate Catholic beliefs and practices

Comments: \_\_\_\_\_

### **Community Builder**

- \_\_\_\_\_ Develops a sense of community among the catechists through catechist formation sessions and periodic meetings of catechists
- \_\_\_\_\_ Facilitates personal faith growth among catechists, children, parents, youth, adults
- \_\_\_\_\_ Fosters community between the catechists and their learners
- \_\_\_\_\_ Promotes growth in faith within the parish and helps all to recognize their role in the catechetical mission of the parish
- \_\_\_\_\_ Serves as a resource person to the pastor and parish staff in the development of the parish as a Christian community
- \_\_\_\_\_ Assists in the development of parish liturgical worship
- \_\_\_\_\_ Works with other members of pastoral staff to develop a sense of faith community
- \_\_\_\_\_ Channels communication among the pastor, staff, pastoral council & catechists
- \_\_\_\_\_ Coordinates participation of other pastoral staff members in the catechetical programs
- \_\_\_\_\_ Serves as a liaison with schools, other parishes and PCAs in faith formation matters
- \_\_\_\_\_ Pastoral Care Area
- \_\_\_\_\_ Informs the parish, especially parents, of ongoing events
- \_\_\_\_\_ Communicates on a regular basis with regional and diocesan offices
- \_\_\_\_\_ Participates regularly in regional catechetical leaders' meetings

Comments: \_\_\_\_\_

### **Administrator**

- \_\_\_\_\_ Cooperates with and develops relationships, systems and structures necessary to fulfill responsibilities
- \_\_\_\_\_ Serves as a unifying factor on the pastoral staff in developing a total and systematic program
- \_\_\_\_\_ Calls forth parishioners who will assist the catechetical staff with various segments of the program
- \_\_\_\_\_ Oversees recruitment, screening and evaluation of catechists and auxiliary personnel
- \_\_\_\_\_ Administers policies established by the parish
- \_\_\_\_\_ Works with staff to form a statement of catechetical purpose consistent with parish mission statement
- \_\_\_\_\_ Develops goals and objectives within this framework and carries through with well organized programs
- \_\_\_\_\_ Conducts appropriate evaluation procedures to ensure that the objectives are achieved
- \_\_\_\_\_ Prepares and administers a budget for the catechetical program
- \_\_\_\_\_ Maintains accurate records on all students, especially regarding the sacraments of initiation
- \_\_\_\_\_ Monitors catechists' participation in formation programs
- \_\_\_\_\_ Directs the work of the catechetical office secretary and/or other catechetical support staff
- \_\_\_\_\_ Submits all required diocesan reports by deadlines

Comments: \_\_\_\_\_