

DEPARTMENT OF CATECHESIS

DIOCESE OF FARIDABAD-DELHI

CATECHISM PROMOTER'S VISIT REPORT 2019-20

Name of Parish with address

Zone :

Date of visit :

I GENERAL INFORMATION

| | | |
|----|--|--|
| 1 | Name of Parish Priest & Phone number | |
| 2 | Name of HM & Phone number | |
| 3 | Name of Secretary & Phone number | |
| 4 | No. of Teaching staffs | |
| 5 | No. of substitute teachers or assisting staff | |
| 6 | No. of Students | |
| 7 | Total number of families | |
| 8 | Timings of Sunday Holy Masses | |
| 9 | Students' Holy Mass time | |
| 10 | Duration of Assembly | |
| 11 | Class Timing | |
| 12 | Main Parish Feast & Date | |
| 13 | How many Sundays could not conduct Catechism and reason for the same | |
| 14 | How many days could arrange extra classes | |
| 15 | Remarkable extra activities in the unit, if any | |

II CATECHETICAL OFFICE

List of records to be kept and maintained in the Parish / Catechism centre

| | | |
|---|---|--|
| 1 | Students' Admission Register | |
| 2 | Students' Admission Forms | |
| 3 | Students' Attendance Register | |
| 4 | Teachers' Attendance Register | |
| 5 | Staff Meeting Report / Minuets Book | |
| 6 | Staff Service Book | |
| 7 | File of Staff and Students' profile (Strength list) | |
| 8 | Transfer Certificates | |

PROMOTER'S OVERALL OBSERVATION ABOUT THE CATECHISM UNIT

Name & Signature of Promoter

Name & Signature of Promoter