

HOW TO COMPLETE THE AFFIRMATION & WITNESS PAGE ON RESPONSE FORM

Circulate your completed Response Form to each individual listed on the Affirmation & Witness page of the Self Evaluation guide.

- The Pastor/Pastoral Coordinator, Catechetical Leader and mentor are asked to write a simple statement of affirmation to recognize your efforts to develop your ministry as catechist.
- The Pastor/Pastoral Coordinator, Catechetical Leader are not required to read all of your responses in your guide, but to recognize that you have completed your work.
- Your mentor is invited to read through your responses as a support to you.
- You are asked to write a simple statement reflecting on what this journey of formation has meant to you.
- Then send the entire Response Form and Affirmation & Witness page to your assigned Reader.

Email

If you have access to email, you can send your completed **Response Form** to the individuals on the Affirmation & Witness page via email. Follow these simple steps.

- Send your completed Response Form as an **attachment** in an email to the first individual.
- This person can open your guide, type in their statement, save the guide and **forward** the email back to you.
- Send your completed Response Form to **one person at a time**, so each one keeps adding to the sheet and sending it back to you for you to send it on to the next until it is complete.
- Then, email your completed form as an **attachment** to your assigned Reader.