

3.2.2 HOMILETICS ASSESSMENT (School of Diaconal Formation)

last updated on April 24, 2020

Classroom Assessment Tools

a. Instructor: Expectations and Tools for Assessment of Candidates

- (1) **Instructors' Homily Critique Form:** While the candidate is delivering his homily, the instructor listens and records comments on this form [See Appendix] under four categories: Message, Effectiveness, Presence and Delivery.

The instructor may record these comments electronically on a downloaded copy or in handwritten form on a paper copy.

- (a) The instructor then begins the conversation after the candidate completes his homily by asking the other candidates, among other questions: *'What was the message in his homily; was it clear; correct; what effect did it have?'*
- (b) The conversation includes the presenting candidate and continues into whatever areas appear to be relevant for affirming, correcting, supporting or making suggestions to the candidate about his homily.
- (c) The comments on this form are meant to be used for this kind of immediate feedback exercise. They can be retained by the instructor for use in later recording on the Progress Log, or they can be given as is to the candidate for his own reference or for a personal conference between him and the instructor.
- (2) **Progress Log:** The instructor records comments given to the candidate and written on his Homily Critique on the Progress Log [See Appendix] once each semester. This form is designed to provide written evidence of the candidate's progress, and/or needs for improvement in the homily, session to session over the semester in the specific areas of competence.
- (a) The instructor may retain written comments for use and may record them either in electronic form or in handwritten form on the Progress Log each class session
- (b) Comments should be made under the same rubrics as provided on the Critique: Message, Effectiveness, Presence and Delivery
- (c) The instructor is to complete the Progress Log by the end of the term and send it in either handwritten or electronic form to the secretary of the Office of the School of Diaconal Formation
- (d) In any case, the instructor may choose to show the Progress Log to the candidate in a personal conference to point out areas which need improvement over time

- (e) Progress Logs are kept in a separate place and not in the candidate's folder, for access by any other homiletics instructor, the dean, or other members of the Formation Team who have reason to look at them
 - (f) At the end of the term, the instructor is to check off either that the candidate has or has not made progress that term and is to decide whether the candidate should be recommended for further study in Homiletics. If a negative comment is warranted, the dean will invite that candidate to a conference with himself and others as the dean deems appropriate.
- (3) **Homiletics Final Evaluation Form**: At the end of the academic year, the instructor fills out this report. The information recorded is a compilation of comments recorded on the Progress Log, which in turn came from the Homily Critique, in the same areas of competency: Message, Effectiveness, Presence, Delivery
- (a) This report is filed as with the Progress Log
 - (b) Availability to other instructors is the same as with the Progress Log
 - (c) The instructor is to make a summary comment on this form, taken from the other comments. This summary will be used in a yearly report for each candidate along with other report summaries from mentors, pastors, teachers and other team members
 - (d) The summary comment on this form will also be used in decisions rendered for candidates' continuation in Formation where necessary

Therefore, the instructor's criticism and assessment of the candidate's homily moves in a line from: verbal homily criticism>written criticism immediately available>written and shared progress log available later>final evaluation [end of year] form, consistently using: message, effectiveness, presence and delivery in all of them.

b. Candidates: Expectations and Tools for Self-Assessment and Peer Assessment

- (1) Each candidate has a Homily Listening Guide [See Appendix] with a list of questions he asks himself as he listens to his classmates' homilies and to which he would have responses to offer his classmate after he delivers his homily
- (2) Each candidate should also use this Guide to help himself with his own homily while he is preparing it, knowing the areas to which the class will direct attention
- (3) The candidates do not need to hand in any written comments to the instructor, but are urged to speak openly and honestly about their classmates' work as if they were the congregation listening to the homily
- (4) Areas to which the candidates respond about their classmates' homilies are the same competencies: Message, Effectiveness, Presence and Delivery

Instructor Assessment by Candidates

- c. Each candidate will complete an evaluation of his instructor on a form the Diaconal School Office will provide [See Appendix]
- d. The candidate will return that form to the secretary for the Diaconal School Office, not to the instructor. The candidate has an option to sign the form or not
- e. When these forms are collected, the Formation Team Coordinator for Homiletics will record the results for each instructor and refer those to the dean for any action required—commendation, reeducation, retention or dismissal of the instructor

Use of, Storage of, and Access to Assessment Records

- f. As described above in [1. (2), and (3)]

End of Term Instructors' Assessments of Candidates

- g. As described above in [1. (2), and (3)]

FORMS

- HOMILY CRITIQUE
- HOMILETICS INSTRUCTOR'S PROGRESS LOG (revised 03/2020)
- MASTER HOMILY PRESENTATION GRADING SHEET
- HOMILY LISTENING GUIDE
- END OF TERM HOMILETICS GRADING FORM
- HOMILETICS FINAL EVALUATION

HOMILY CRITIQUE

Instructor: Assign a score of '1' to '10' in each category of the candidate's practicum homily. Write comments if desired next to the score box.

Scores: 1,2,3 [absent or needs improvement]; 4,5,6 [somewhat, adequate, better than adequate]; 7,8,9 [average, good, very good]; 10 [excellent]

Give to Candidate after presentation of homily. Use data to compile the Summary Week-to-Week Report for the Term:

1. Message

- Content
- Clarity of Theme and Message
- Structure [opening, body, closing, for example]
- Grounded in the Gospel or other Readings or Prayers

2. Effectiveness

- Relevant and meaningful to the congregation
- Exegesis, catechesis served the homily;, exhortation; evangelization: relating the good news'
- Appropriate length

3. Presence

- Gesture
- Body Movement
- Eye Contact
- Overall presence [sincerity, credibility, mood]

4. Delivery

- Voice
- Language and Pronunciation
- Passion and Enthusiasm
- Well-prepared?

Overall comment:

HOMILETICS PROGRESS LOG (updated April 2020)

Instructor: In the boxes below enter comments about this candidate's homily for a particular session. This form should help you see the candidate's progress from one session to another. Use these comments to write the final assessment for this candidate. This form is sent to the Formation Office at the end of each semester to be kept on file. You may share it with your candidates at any time.

Message: Did the homilist make a clear, concise statement in the homily, that the listeners could hear, that declared the essential message from this gospel-the lesson Christ wanted to teach?	Effectiveness: Did the homilist preach Good News to the listeners? Did he develop his gospel message to present us with a vision of how Christ wants us to live it in joy and hope as His followers?	Presence: Did the homilist act as the mediator between hearing God's word himself, and deliver the message and Good News to his listeners with joy, sincerity and believability? HERALD	Delivery: Did the homilist use words the listeners could understand? Did he proclaim the gospel and homily with passion and enthusiasm? Did he preach from a text, at ambo or elsewhere? PROPHET
<p>Session #1 Date: __/__/____[Gospel_____]. Grade you assigned for this homily____</p> <ul style="list-style-type: none"> • Message • Effectiveness • Presence • Delivery 			
<p>Session #2 Date: __/__/____[Gospel_____]. Grade you assigned for this homily____</p> <ul style="list-style-type: none"> • Message • Effectiveness • Presence • Delivery 			
<p>Session #3 Date: __/__/____[Gospel_____]. Grade you assigned for this homily____</p> <ul style="list-style-type: none"> • Message • Effectiveness • Presence • Delivery 			
<p>Session #4 Date: __/__/____[Gospel_____]. Grade you assigned for this homily____</p> <ul style="list-style-type: none"> • Message • Effectiveness • Presence • Delivery 			

Message: Did the homilist make a clear, concise statement in the homily, that the listeners could hear, that declared the essential message from this gospel-the lesson Christ wanted to teach?	Effectiveness: Did the homilist preach Good News to the listeners? Did he develop his gospel message to present us with a vision of how Christ wants us to live it in joy and hope as His followers?	Presence: Did the homilist act as the mediator between hearing God’s word himself, and deliver the message and Good News to his listeners with joy, sincerity and believability? HERALD	Delivery: Did the homilist use words the listeners could understand? Did he proclaim the gospel and homily with passion and enthusiasm? Did he preach from a text, at ambo or elsewhere? PROPHET
Session #5 Date: __/__/____ [Gospel_____]. Grade you assigned for this homily____ <ul style="list-style-type: none"> Message Effectiveness Presence Delivery 			
Session #6 Date: __/__/____ [Gospel_____]. Grade you assigned for this homily____ <ul style="list-style-type: none"> Message Effectiveness Presence Delivery 			
Instructor’s Summary Comments on the Candidate’s Work this Term: Did he consistently present a clear, concise message that listeners heard; preach Good News that consoled and strengthened listeners’ faith; preach and proclaim with enthusiasm, sincerity and believability? This statement will be used by the Dean to compose his report on this candidate to the Seminary Rector and the Archbishop.			
Final Semester Grade for this Candidate _____			
Instructor’s Recommendation for this Candidate’s Further Study (Check One Box) <ul style="list-style-type: none"> <input type="checkbox"/> This candidate HAS MADE sufficient progress this term to recommend further study in Homiletics <input type="checkbox"/> This candidate HAS NOT MADE sufficient progress this term. Recommend review of his status by the Formation Team INSTRUCTOR’S SIGNATURE: _____ DATE ____ / ____ /20____			

What is your best description of this candidate's work this term or year? Please select X one of the following:

* 'D'/'F' to 'D+' or 'C'

Started poorly; *took advice and recommendations* from classmates and instructor and in most attempts with advice and commentary IMPROVED: _____

* 'F' to 'F'

Started poorly; *did not listen* to or apply advice and recommendations from classmates and instructor. DID NOT IMPROVE/ OR REGRESSED. DID NOT COMPLETE ALL ASSIGNMENTS: _____

* 'C'/'C+' to 'C'/'C+:'

Showed reasonably acceptable ability at the start and SHOWED STABILITY through the term in most attempts with advice and commentary, one or two off-target homilies: _____

* 'C'/'C+' to 'B'/'B+'

Showed reasonably acceptable ability at the start and IMPROVED through the term through in most attempts with advice and commentary: _____

* 'B'/'B+' to 'B'/'B+' or 'A'

Showed reasonably good ability and IMPROVED to very good or excellent in most attempts with advice and commentary: _____

* 'A'/'A+'

Showed very good ability to excellent ability and MAINTAINED DEGREE in all attempted homilies throughout the term: _____

MASTER HOMILY PRESENTATION GRADING SHEET

READINGS FROM: _____ PRESENTER: _____

Mastery Performance Standards for Homilies:

1. MESSAGE: [WEIGHTED VALUE = .33]

Did the candidate deliver the homily in an organized fashion so that it was understandable? Did he start with an opening that was based on the hearers' experiences and that drew them into the presentation? Did the candidate state the main theme or topic clearly? Did he develop that theme or topic in a vertical fashion, one point leading to the next and flowing from the previous? Did he present new and familiar material in an interesting way? Did he close the homily by returning to the opening and the message? Did he ground the homily in references to Scripture, catechism, Church documents, theological books or publications? Were the hearers more informed as the result of his homily?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	33	31	29	26	23	20

TOTAL POINTS FOR MESSAGE = { }

Use 'gap' point values [32, 30, 27, 28, 24, 25] if desired based on your evidence.

SPECIFIC EVIDENCE and COMMENTS: (Use reverse for details)

2. EFFECTIVENESS: [WEIGHTED VALUE = .33]

Did the candidate's homily affect the hearers positively; were they joyful hearing it? Did he make the homily relevant and meaningful to the faithful, and keep their attention? Did he include elements from Scripture study, the Catechism, gospel reflections to show the gospel active in their lives through the presentation of the homily? Was his homily an appropriate length, considering the people, place and circumstances?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	33	31	29	26	23	20

TOTAL POINTS FOR MESSAGE = { }

Use 'gap' point values [32, 30, 27, 28, 24, 25] if desired based on your evidence.

SPECIFIC EVIDENCE and COMMENTS: (Use reverse for details)

3. PRESENCE: [WEIGHTED VALUE = .16]

Did the presence of the homilist at the lectern/ambo or front of church or room reflect appropriate gestures that lent emphasis and mood? Did he use body movement that allowed for directing the homily to the entire group? Did he use

eye contact that allowed him to see and connect with the entire group? Did his overall presence reflect his sincerity, credibility and mood of delivering the good news of the gospel through his homily?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	17	16	15	13	12	10

TOTAL POINTS FOR MESSAGE = { }

Use 'gap' point values if desired based on your evidence.

SPECIFIC EVIDENCE and COMMENTS: (Use reverse for details)

4. DELIVERY: [WEIGHTED VALUE = .16]

Did the homilist speak from the lectern/ambo or front of church in a voice that could be heard throughout the entire church or room? Did he use the microphone effectively, either from the ambo or a portable one, or speak clearly and strongly without amplification? Did he pronounce words correctly and clearly, showing evidence of preparation for presenting? Did he use words that the people understood and that were appropriate to the setting and audience? Did he show passion and enthusiasm for the topic so that the good news of the gospel clearly came forward? Did the people have a positive experience from his homily, even if they could not remember its content readily?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	17	16	15	13	12	10

TOTAL POINTS FOR MESSAGE = { }

Use 'gap' point values if desired based on your evidence.

SPECIFIC EVIDENCE and COMMENTS: (Use reverse for details)

EVALUATOR'S NAME: _____

DATE: _____

HOMILY LISTENING GUIDE

While you are listening to your fellow classmates preach, please prepare for your comments by considering the following:

1. Did you hear him *state the gospel message* clearly and plainly?
 2. Did he start with something that *connected you* to the gospel, *invited you in* to the word? Was it *appropriate in length* and *appropriate for the homily*?
 3. Did he make a *clear statement of his main point* somewhere in the homily? *What was it?* Where and when did he do this? Did he stay with that point or waver from it? Was there more than ONE point in the homily?
 4. Did he *use images and ideas* that made the homily more personal and added color?
 5. Did he *offer words of comfort, joy, peace, hope, consolation and love*? Did he *challenge, console, instruct, invite in*? Did you feel *adequately fed* by this homily? Was there something-words or images-that made you think about *how the homily was for YOU*?
 6. Did you feel this presentation was more of a *personal conversation* with you about the 'good news' of the gospel or more like a *speech* about the contents of the gospel? Why?
 7. Was the homily an *appropriate length for the congregation and the circumstances*?
 8. Is he *making eye contact* with you; looking around the church; appropriate expression?
 9. Does he appear *relaxed and at ease, enthusiastic*; are his hands free to make emphasis appropriately; is he gripping the ambo and appearing tense?
 10. Please apply all these critical questions to your own homily.
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END OF TERM HOMILETICS GRADING FORM

1. MESSAGE: [WEIGHTED VALUE = .33]

Did the candidate deliver the homily in an organized fashion so that it was understandable? Did he start with an opening that was based on the hearers' experiences and that drew them into the homily? Did the candidate move on to the main point, message or pearl and state it clearly? Did he bring out the 'sense' of the gospel in his message? Did he develop that message in a vertical fashion, one point leading to the next and flowing from the previous? Did he close the homily by returning to the opening and the message? Did he ground the homily in the Mass readings, especially the gospel?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	33	31	29	26	23	20

TOTAL POINTS FOR MESSAGE = [___]

Record 'Message' score for this homily in appropriate session box:

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR	SESSION FIVE	SESSION SIX

2. EFFECTIVENESS: [WEIGHTED VALUE = .33]

Did the candidate deliver the 'Good News' to the people? Did he make the homily relevant and meaningful to the faithful, and keep their attention? Did he include elements from Scripture study, the Catechism, gospel reflections to show the gospel active in their lives? Was his homily an appropriate length, considering the people, place and circumstances?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	33	31	29	26	23	20

TOTAL POINTS FOR EFFECTIVENESS = [___]

Record 'Effectiveness' score for this homily in appropriate session box:

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR	SESSION FIVE	SESSION SIX

Instructors should continue to make written comments on the **Progress Log** from session to session and use those comments to inform candidates about their progress or areas in need of improvement. Instructors should also inform candidates of their session homily grade as soon as it is available and review the Performance Standards Rubrics with them, and their achievement toward mastery.

Candidates in semester modules 2 and 3 [Year 2] are in a 'Beginner' mode due to their yet incomplete exposure to Scripture instruction and analysis and to the elements of homily construction for effectiveness. In fairness, instructors should consider this when assigning point totals in the first two Performance Standards: Content and Effectiveness. Candidates in semester modules 4 to 8 [Years 3, 4, and 5] are considered 'Intermediate' and 'Advanced' and are expected to reflect their increased and more complete exposure to these areas of Scripture, Mass prayers, Ordo and Homily Construction in their practicum homilies. Consequently, what you may consider a 'Very Good' score in their Beginner phase may qualify for lower grades in their subsequent phases if their performance does not rise to meet expectations for mastery which will continue to rise.

3. PRESENCE: [WEIGHTED VALUE = .16]

Did the presence of the homilist at the ambo reflect appropriate gestures that lent emphasis and mood? Did he use body movement that allowed for directing the homily to the entire congregation? Did he use eye contact that allowed him to see and connect with the entire congregation? Did his overall presence reflect his sincerity, credibility and mood of delivering good news?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	17	16	15	13	12	10

TOTAL POINTS FOR PRESENCE = [___]

Record 'Presence' score for this homily in appropriate session box:

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR	SESSION FIVE	SESSION SIX

4. DELIVERY: [WEIGHTED VALUE = .16]

Did the candidate proclaim the gospel and deliver the homily in a voice that could be heard throughout the entire church? Did he use the microphone effectively, either from the ambo or a portable one? Did he pronounce words correctly and clearly, showing evidence of preparation for proclaiming and preaching? Did he use words that the people understood and that were appropriate to the setting and audience? Did he show passion and enthusiasm for the gospel and for delivering the good news? Did the people have a positive experience from his homily, even if they could not remember its content ?

QUALITY FACTOR	Excellent A+	Very Good A	Good B	Fair; needs work C	Poor; unacceptable D	Failed to F
CONSISTENCY FACTOR	Always	Very Often	Often	Somewhat	Rarely, Never	Missing
POINT VALUE	17	16	15	13	12	10

TOTAL POINTS FOR DELIVERY = [___]

Record 'Delivery' score for this homily in appropriate session box:

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR	SESSION FIVE	SESSION SIX

SESSION HOMILY GRADES: Add up the points for each homily session [MESSAGE + EFFECTIVENESS + PRESENCE + STYLE] and record the number in the corresponding session box below]

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR	SESSION FIVE	SESSION SIX

Add the six SESSION HOMILY GRADES [Session 1 + Session 2, etc.]. Divide the total by six to determine the average semester grade: [Ex: 99 + 92 + 86 + 91 + 89 + 95 = 552/6 = 92 for the average semester grade]. Record below

AVERAGE SEMESTER GRADE IN HOMILETICS PRACTICUM = _____

HOMILETICS FINAL EVALUATION FORM
End of Academic Year 20__ -20__

Name of Candidate: _____ **Homiletics Year:** _____

Instructor's Name: _____

Message: The candidate is expected to *state the gospel message clearly* in the homily; the message's content should *come from the gospel he proclaimed* for the Mass; the message should be *the central core of the homily* to which the opening, examples, exhortations, conclusion point

- Content:
- Structure: *Opening, examples, catechesis, exegesis, conclusion reflect the message grounded in the appropriate Scripture readings:*
- Clarity of Theme:

Effectiveness: The candidate is expected to *state the gospel message effectively* in the homily; the message should be *appropriate for the congregation, their circumstances, and for their needs; the candidate should be aware that his homily's purpose and approach are appropriate*

- Relevant and Meaningful to the Congregation:
- Appropriate length:
- Appropriate purpose and approach: *strengthen, teach, challenge, draw in, give hope, console, rejoice:*

Presence:

- Gestures:
- Body Movement:
- Eye Contact:
- Overall Presence:

Delivery:

- Voice:
- Language:
- Pronunciation:
- Passion:
- Well-prepared:

Overall Evaluation of _____:

Signed: _____

Date: _____
