

## Parish Catechetical Leader Job Description

**Job Title:** Parish Catechetical Leader (PCL)

**Location:** Annunciation Parish on two campuses (Christ the King and Holy Spirit)

**Reports To:** Pastor

**FLSA Status:** Full-time Hourly/ Non-exempt

**Description:** The Parish Catechetical Leader (PCL) is the administrator of a total parish religious formation program responsible for designing, developing, directing, and evaluating programs and resources. The PCL provides leadership that assists a parish community in building a solid foundation for religious education at all age levels.

### Responsibilities:

- Design total religious education programs that promote ongoing formation and learning for all age levels, informed by the Catechism of the Catholic Church, National Catechetical Directory, Diocesan Guidelines, Parish Mission Statement, and contemporary culture.
- Develop a coordinated approach toward total parish religious formation, i.e. faith development through catechesis on all age levels. Recruits, provides training, supervises, and evaluates religious education personnel.
- Directs the formation, implementation, and ongoing management of the total parish religious formation programs. Identifies and empowers lay leadership within the parish community to coordinate various program components.
- Evaluate the religious formation program in relationship to the parish mission statement, goals, objectives, and action plans.

### Areas of Responsibility:

- Direct the Religious Education program for Grades 1-12 including catechist recruitment, formation, and training.
- Direct Children's Liturgy of the Word and Vacation Bible School
- Direct Adult Formation programs in the Parish.
- Provide for sacramental preparation for Baptism, First Reconciliation, First Communion, and Confirmation.
- Direct Youth Ministry for Grades 6-12.

**Requirements:**

- A practicing Roman Catholic in good standing with a commitment to his/her own faith and prayer life.
- A passion for evangelization, catechesis, outreach, and inviting others into ministry.
- Ability to relate well to young people, parents, and families with pastoral care.
- Good organization, administrative, and communication skills, including public speaking, presentations, teaching, and a strong knowledge of social media best practices and trends.
- A solid leader and self-starter who will have a collaborative spirit and strong work ethic.
- A person willing to be present in our parish Community, especially attending parish Masses, parish events, and community youth activities.
- Ability to delegate and empower catechists and parents with their appropriate roles.
- Ability to supervise volunteers.

**Knowledge and Competencies:** The PCL is expected to have a degree in Theology, Religious Education, or a related theological field.

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)