

Our Lady of the Lake
Faith Formation
Parish Catechetical Leader

Position Description

Title:	Parish Catechetical Leader (PCL)
Reports to:	Pastor
Hours:	Full-time 35-40 hours per week
Schedule:	Monday-Friday in office Sunday mornings 9:00am – 12:00noon Monday afternoons 3:00 – 5:30pm Tuesday evenings 6:30pm – 8:45pm When Faith Formation is in session between September and end of April. Schedule can vary based on program needs.
Benefits eligible:	Yes

The PCL has the responsibility for direction and formation of parish catechetical programs, as indicated below, in accordance with policies and guidelines set forth by the Archdiocese of Newark.

General Responsibilities:

- Directing ongoing catechesis for children not attending the parish school
- Directing sacramental preparation for children and parents
- Directing programs for students with gaps in formation
- Practicing Catholic fully adherent to the Church's teachings in faith and morals
- The PCL will maintain a safe environment for children in accordance with the guidelines of the Archdiocesan Office of Child and Youth Protection

Specific Responsibilities:

- The PCL will recruit and train catechists for the religious education programs;
- Recruit and coordinate volunteers to assist with the program (check-in, hall monitors, etc.)
- Provide information and assistance to catechists;
- Direct the curriculum to be used in the parish programs in collaboration with the catechetical staff;
- Direct administrative assistant who will prepare supplies for catechists, keep records, and do other clerical tasks as needed.
- Prepare appropriate catechetical programs for students and parents;
- Be the liaison between the Archdiocese Catechetical Office and the parish staff;
- The PCL will work with the parochial school to coordinate the sacramental programs and celebrations of sacraments for school children – First Reconciliation and First Eucharist;
- The PCL is encouraged to attend Archdiocesan meetings for Parish Catechetical Leaders;
- Other duties as assigned

Knowledge, Skills and Abilities required:

- Must be a team member;
- Maintain the highest degree of confidentiality;

- Microsoft Office and computer proficient (Word, Excel);
- Good written and oral communication skills;
- Excellent rapport with faith formation families, parishioners and volunteers;
- Self-motivated and able to work with minimum supervision;
- Capable of self-management and multitasking;
- Perform tasks in a timely manner and meet all deadlines;
- High school diploma or equivalent education required;
- Three years of experience in Faith Formation as a PCL;
- Employees must complete Protecting God's Children training and undergo a background check.