

DIOCESE OF ORLANDO
[INSERT PARISH NAME]
Job Description

Job Title: Parish Catechetical Leader I
Reports To: Pastor or Designated Personnel
FLSA: Exempt
Prepared By: Diocesan Office of Human Resources
Prepared Date: February 18, 2014
Last Revised: August 18, 2021

SUMMARY

The Parish Catechetical Leader, under direction of the pastor, is responsible for the overall direction of the parish's total catechetical ministry. Envisions, plans, develops, and then organizes and evaluates all facets of the parish's formation programming (adult, young adult, adolescent/youth, children, infants, and family as well as sacramental preparation for initiation –including the catechumenate– and proximate preparation for marriage). Coordinates, recruits, facilitates training for, and evaluates catechists and volunteers involved in catechetical programming. Researches and selects appropriate materials and media for parish use. Communicates with parishioners, parish staff, and diocesan representatives on relevant matters. Stays current with regard to developments or trends in the field of catechetics, education, and ministry.

The Diocese of Orlando four core values lay the foundation for the work performed by its employees.

1. *Authenticity:* Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living.
2. *Respect:* Affirming each person's God-given dignity and uniqueness.
3. *Courage:* Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment:* Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops goals, objectives, and implements strategies for a comprehensive catechetical program that serves adults through Pre-K, including preparation for Sacraments of Initiation, Reconciliation, and Marriage.
- Develops and implements a coherent and unified curriculum and catechetical plan for the parish, in conjunction with the pastor, parish staff, formation team, ad-hoc advisory committees, and others.
- Directs and oversees various catechetical programs that support a comprehensive, systematic, lifelong, and ongoing discipleship in the Catholic faith for all parishioners in accordance with Church teaching and practice as outlined by Sacred Scripture, the Catechism of the Catholic Church (CCC), the General Directory for Catechesis (GDC), the National Directory for Catechesis (NDC), church law diocesan guidelines, and parish needs.
- Responsible for the recruitment and training of catechists/volunteers and assures that they fulfill diocesan Safe Environment and certification requirements.
- Oversees and directs the work of the formation team; works with them on the development of a yearly schedule for all programs.
- Responsible for administrative functions such as maintenance of all Sacramental records, program registrations, evaluations, and other pertinent data or information.
- Evaluates the parish formation programming and makes recommendations to the pastor.
- Researches, evaluates, and recommends primary and supplemental catechetical resources and materials.
- Utilizes the parish bulletin, weekly update, website, social media and other media to communicate and market catechetical programming, best practices, and milestones.
- Provides support to the formation team in the areas of training, resources, and programs.
- Keeps current in developments/changes with diocesan policy.
- Acts as a resource person in the area of catechetics for the formation team, parish staff, pastor, and parish community.
- Prepares annual budget for review by the pastor and parish finance council and oversees expenditures to maintain budget within parameters.
- Develops an accurate and reliable statistical metric of the parish's catechetical efforts and submits reports to the pastor, pastoral council, diocese, or other as required.
- Attends and participates in staff meetings.

- Attends and facilitates formation staff and/or committee meetings.
- Attends meetings/events convened by the diocese as related to catechetical ministry or job-responsibilities.
- Participates in local and regional professional organizations related to catechetics; gives priority to professional development and to keeping credentials current as a parish catechetical leader serving in the Diocese of Orlando.
- Performs any other job-related duties as required.

SUPERVISORY RESPONSIBILITIES

The Parish Catechetical Leader has supervisory responsibility for the parish faith formation team, which includes catechetical professionals and a faith formation administrative assistant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Master's Degree in Theology, pastoral studies, religious education or a related field (or equivalent) preferred.
- At least five (5) years of ministry experience in a parish or diocesan position (related degrees and comparable experience will be considered) and a minimum of three (3) years of supervisory experience.
- Must have a valid driver's license and the ability to travel as required.
- Must pass diocesan Safe Environment Requirements and background screening.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of Catholic doctrine and beliefs as presented in the documents of the Second Vatican Council, the *Catechism of the Catholic Church* and other relevant ecclesial documents and publications.
- Knowledge of the catechumenate process and a thorough understanding of the *Rites of Christian Initiation for Adults*.
- Knowledge of the multi-cultural dimensions of catechesis and the ability to work across cultures.
- Ability to assess needs and desired results to develop catechetical processes and programs.
- Leadership and teambuilding abilities to direct all elements of catechetical programming.
- Possess excellent planning, organizational and collaborative skills.
- Practicing Catholic with sufficient knowledge and training in Theology, liturgy, and ministry in the Roman Catholic Tradition.
- Excellent communication and interpersonal skills and the ability to work well with others.
- Computer literacy; excellent written, oral communication and interpersonal skills required (bilingual English/Spanish or another language in addition to English is a plus).
- Ability to assess parish needs and resources and perform against objectives and goals to fulfill these needs; an updated knowledge of educational and catechetical trends and practices.
- Ability to work under pressure; to initiate, be creative, and to anticipate solutions to problems; to exercise good judgment in emergency situations and when working with varied personalities and cultures; must be able to work with frequent interruptions and to multi-task.
- Ability to maintain accurate fiscal records, to monitor budgets, and to correlate statistical data.
- Ability to interact with individuals and groups and to maintain appointments or meetings on parish grounds.
- Is expected to work no less than 40 hours per week including evenings and weekends in order to fulfill requirements of job.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common journals, articles, and periodicals. Must have good problem-solving skills. Excellent communication and interpersonal skills required.

MATHEMATICAL SKILLS

Ability to apply routine mathematical concepts such as addition, multiplication, and division.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS

The ability to sit and stand for long periods of time. Must be able to reach, grasp, feel, and see up close and from afar. Must be able to use basic office computer hardware and peripherals, with or without reasonable accommodation. Must be able to communicate verbally and in written form.

ACKNOWLEDGEMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Employee's Signature

Date

Manager/Supervisor/Pastor's Signature

Date