

Parish Catechetical Leader

No one person could accomplish all the tasks listed below. Therefore, this profile is meant to be a guideline for writing a ministry profile in a particular parish setting. Developed by NCCL.

I. Ministry Summary

The Parish Catechetical Leader is responsible for the vision, direction and administration of the overall religious education and Christian formation program – or specified areas of programming – in fulfillment of the catechetical mission of the parish.

Employment includes evening and weekend hours. Actual hours spent each week will vary with the tasks at hand. Time constraints and parishioner response will determine the degree to which each responsibility is undertaken and accomplished.

II. Ministry Qualifications

A. Knowledge, Skills, and Abilities

1. Has advanced certification.
2. Has or is working toward a degree in catechesis, religious or theological studies, pastoral ministry, or related field.
3. Is knowledgeable in Scripture, Catholic theology, spirituality, and psychology/methods.
4. Is familiar with documents relating to catechesis, including the *Directory for Catechesis*, *National Directory for Catechesis*, *Catechism of the Catholic Church*, *Renewing the Vision: A Framework for Catholic Youth Ministry* and *Our Hearts Were Burning Among Us*.
5. Is competent in visioning, applying age appropriate catechetical methods, and basic program development.
6. Exhibits skills in interpersonal communication, collaborative ministry, and public speaking.

B. Background or Characteristics

1. Lives in full sacramental communion with the Catholic Church.
2. Is dedicated to the ministry of catechesis.
3. Has experience working with groups of people in a leadership role.
4. Seeks assistance in areas where personal background is limited, such as special needs or multi-lingual cultures.

III. Ministry Responsibilities

A. Self-Development

1. Spiritual
 - a. Cultivates an active personal prayer life.
 - b. Participates in the sacraments and other forms of community prayer.
 - c. Seeks spiritual formation opportunities such as retreats and days of reflection, spiritual direction.

2. Professional
 - a. Attends workshops and in-services, including updates on safe environment for minors.
 - b. Fulfills required certification and renewal.
 - c. Pursues continuing education (e.g. undergraduate/graduate credits, CEUs).
 - d. Schedules time for professional reading (e.g. diocesan newspaper, books, and journals).
 - e. Participates in the diocesan organization for parish catechetical leaders.
3. Personal
 - a. Strives to maintain social, emotional, and physical health and a balanced sense of self.
 - b. Incorporates an adequate amount of family time and leisure time into each week.

B. Administration

1. Programs

- a. Collaboratively develops and maintains a sequential catechetical process with appropriate goals and content for each stage of faith development and for life-long learning.
- b. Establishes the curriculum for each phase of life-long learning using the guidelines set forth by the diocese and the *National Directory for Catechesis*.
- c. Evaluates programs to determine strengths, areas for improvement, and future needs.
- d. Establishes all details of the programs' calendars, taking into consideration the calendars for local schools and communities, and the master parish calendar.
- e. Cooperates with other parish personnel and parishioner groups in the use of parish facilities.
- f. Provides appropriate environments for catechetical and spiritual growth.
- g. Ensures proper supervision of indoor and outdoor facilities during program times.
- h. Prepares and monitors the catechetical budget, including collection of tuition and fees.
- i. Keeps an inventory of resources.
- j. Reviews, selects, and orders textbooks and other suitable materials and supplies.
- k. Oversees the registration process.
- l. Maintains the catechetical and sacramental records required by the parish and diocese.
- m. Remains aware of the signs of physical, sexual, and psychological abuse and neglect in children, teens, and adults.
- n. Adheres to diocesan policies and directives and state laws as they apply to this ministry, including mandatory reporting of abuse.
- o. Develops disciplinary procedures based on justice, charity, and compassion.
- p. Works with the Christian Formation Committee to create handbooks for the youth, parents, and catechists that include information on registration, attendance, discipline, sacramental preparation procedures, certification, etc.
- q. Researches and integrates trends in catechesis.
- r. Initiates long-range planning for catechesis/formation.

2. Personnel

- a. Participates in the process of interviewing, hiring, evaluating, and dismissing catechetical staff in accord with established parish or diocesan guidelines.
- b. Directs the recruitment of a satisfactory number of catechists and volunteers.
- c. Gathers the necessary information to perform background checks on catechists and

volunteers who will be working with minors and vulnerable adults.

- d. Supervises, evaluates, affirms and, when necessary, releases catechetical personnel.
- e. Confers at least once a year with each catechist on the ministry profile, performance, support needed and related issues.
- f. Assists each catechist in establishing and implementing their plan for diocesan catechist certification and maintains catechist certification records.

C. Catechesis

1. Catechists and Catechetical Staff

- a. Provides in-services in theology, Scripture, methods, child and adolescent psychology and stages of development, spirituality, and safe environment training.
- b. Promotes ongoing development opportunities for support staff.
- c. Trains catechists in classroom or group management and lesson planning.
- d. Informs the catechists and staff of the location of fire extinguishers, first aid equipment, and available supplemental resources for classroom activities.
- e. Plans occasions to build faith community among those in the catechetical program.
- f. Maintains regular communication with catechists and staff via memos, one-on-one contact, or group meetings.

2. Adults

- a. Designs faith formation activities and informational/instructional meetings.
- b. Assists parents in their role as the primary influence on their children's faith formation.
- c. Develops sacramental programs with focus on parental involvement.
- d. Supports the Rite of Christian Initiation of Adults.

3. Children and Youth

- a. Integrates faith experiences, service, and instruction.
- b. Coordinates the designated sacramental programs.
- c. Works with the pastoral team and worship committee in planning worship experiences.
- d. Supports youth ministry and family ministry.
- e. Informs and engages parents in the program via orientation and parent sessions, digital communication, family events, etc.
- f. Invites inactive families to fuller participation.

D. Parish and Diocesan Leadership

- a. Participates as an active member of the pastoral team.
- b. Attends parish pastoral council meetings as appropriate.
- c. Guides the pastoral team and Christian Formation Committee in identifying needs and establishing the vision, goals, objectives, and strategies for the overall catechetical program.
- d. Acts as a resource person to parish organizations.
- e. Implements parish and diocesan catechetical policies and guidelines.
- f. Assists in establishing a safety, security and crisis response plans for the parish.
- g. Initiates faith-building experiences within parish groups and programs.
- h. Communicates with diocesan catechetical personnel and neighboring catechetical leaders in areas of mutual interest or concern.
- i. Collaborates with area parishes in promoting and providing faith formation

opportunities.

- j. Attends diocesan meetings and workshops, as appropriate.
- k. Serves on regional, diocesan, and/or state committees and organizations, as appropriate.

E. Communication and Public Relations

- a. Furthers the understanding of the central role of catechesis in the life of the parish.
- b. Communicates regularly with the pastoral team and Christian Formation Committee on program matters.
- c. Collaborates with members of the pastoral team in common ministerial areas.
- d. Promotes programs, policies, and events using digital and print media, including email, website, bulletin notices, handbooks, flyers, social media, and diocesan and local newspapers.
- e. Communicates with local school and community on calendar issues.