

**Diocese of Gaylord
Job Description
Parish Catechetical Leader**

Status: Non Exempt

Reports to: Pastor

Revised: 5-14-09

Part Time_____ **Full Time**_____ **Hours per week:**_____

Primary Function: work with pastor to oversee parish catechetical programs for all ages.

Major Areas of Responsibility:

- Overall direction of parish catechetical programs for all ages.
- Planning, implementing and evaluating of same.
- Recruitment, formation, ongoing development, and evaluation of catechists
- Implementation of diocesan and parish policies as stated in the Standard Operating Procedures Manual.
- Collaboration with pastor, other parish ministers, staff, and appropriate committees.
- Assistance in liturgical planning as connected to catechetical programs.
- Attend to your own personal, spiritual, and professional development.

Specific Responsibilities:

- Research and purchase curriculum for catechetical programs for all ages, children's liturgy and RCIA.
- Set schedule for catechetical programs, coordinated with other parish programs and parishioner needs.
- Provide formational opportunities for all ages and stages of faith development.
- Recruit and train catechists and substitutes for all programs.
- Ensure that catechists have appropriate credentials, including fingerprinting and background checks. Pursue diocesan certification for catechists.
- Provide input and information to Finance Council for budgeting purposes
- Other duties as assigned.

Qualifications:

- Fully initiated and practicing Catholic.
- Good leadership and communication skills.
- Qualified catechetical leader, or in the process of qualifying as per National Directory for Catechesis, or certified through the diocesan Center for Catholic Studies, or working toward a degree or certification.

Employee_____Date_____

The above is not an exhaustive statement of duties or requirements. It describes the general content and requirements for this job.

Diocese of Gaylord Performance Appraisal Form Catechetical Leader

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: Catechetical Leader

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. Overall direction of parish catechetical program for adults, youth and children

_____ Meets _____ Needs Improvement _____

2. Plan, implement and evaluate parish catechetical programs

_____ Meets _____ Needs Improvement _____

3. Develop recruitment, training and ongoing evaluation of catechists

_____ Meets _____ Needs Improvement _____

4. Implementation of diocesan and parish catechetical policies and guidelines as stated in the Standard Operating Procedures manual and the Faith Development Curriculum & Procedures book.

_____ Meets _____ Needs Improvement _____

5. Collaborate with the pastor and other parish ministers, appropriate committees, boards and councils

_____ Meets _____ Needs Improvement _____

6. Assist in liturgical planning where catechesis and Liturgy share responsibilities

_____ Meets _____ Needs Improvement _____

7. Attend to your own personal, spiritual, and professional development

_____ Meets _____ Needs Improvement _____

SPECIFIC RESPONSIBILITIES

1. Research and purchase curriculum for catechetical programs for all grades, adults, Children's Liturgy and RCIA

_____ Meets _____ Needs Improvement _____

2. Schedule catechetical programs to be conducive with other parish programs and parishioner needs

_____ Meets _____ Needs Improvement _____

3. Set up classes according to the needs of all

_____ Meets _____ Needs Improvement _____

4. Recruit and train catechists and substitutes for all other programs

_____ Meets _____ Needs Improvement _____

5. Make sure all catechists have appropriate certification, as well as fingerprinting and background checks.

_____ Meets _____ Needs Improvement _____

6. Other duties as assigned

_____ Meets _____ Needs Improvement _____

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date