

## PCL Benefits Guideline

A Full-Time Lay Parish Catechetical Leader (PCL) is entitled to:

- Benefits such as: health insurance, prescription drug plan, dental plan, vision plan, 403 (b) Matching Plan, life insurance, short term disability and long-term disability, all of which will be explained to you by the parish's benefit coordinator.
- Mileage allowance for use of his/her personally owned car used in performance of parish duties in accord with government rate.
- A minimum sum of \$800.00 for use for continuing education, with a sum determined by the Pastor for attendance at conferences, workshops, etc.
- Paid vacation time determined by length of service for both full-time and part-time employees, as follows:
  - a. All PCL's that have achieved the title of Director (Acquired a Master Degree in Theology/ Religious Education) or above will be eligible to accrue the maximum of four (4) weeks of vacation, earned on a monthly basis. While vacation pay is earned on a monthly basis during the calendar year, employees may take vacation before it is earned subject to the approval of the Pastor.
  - b. All PCL's that have not achieved the title of Director (Acquired a Master Degree in Theology/ Religious Education) will follow the policy below:
    - In the first year of employment, an employee that is hired prior to March 1st will earn one day per month and be eligible for a maximum of two weeks of vacation after they have completed six months of consecutive employment. If an employee is hired after March 1st, but before May 1st they will earn one (1) day per month for each month of employment and be eligible for maximum of one (1) week of vacation after they have completed six months of consecutive employment. Anyone hired after May 1st will not be eligible for vacation until the next calendar year.
    - From the first full calendar year of employment through the 4th year, an employee is eligible to accrue up to two (2) weeks, earned on a monthly basis. In the calendar year of the employee's fifth anniversary, the employee is eligible to accrue up to three (3) weeks, earned on a monthly basis.
    - In the calendar year of the employee's tenth anniversary, the employee is eligible to accrue up to four (4) weeks, earned on a monthly basis.
- Eight (8) paid sick days, two (2) of which can be used as personal days for the duration of the contract year. In addition, the PCL shall be entitled to three personal retreat days.
- Determine specific monthly and weekly work schedules with the Pastor.
- Holidays based on the parish holiday schedule which is decided and approved by the Pastor.

# PCL Job Description Guideline

## The Parish Catechetical Leader shall:

- Be responsible to the Pastor for the mutually agreed upon duties related to the ministry with which they are entrusted.
- Evaluate the religious education needs of the parish.
- Manage the overall direction of the parish catechetical program.
- Plan, implement, and evaluate the parish catechetical program
- Create and implement guidelines for the program including requirements for participation, attendance, reporting absences, safety, tuition fees, sacramental preparation and other components that will outline the program structure.
- Select catechetical materials, text series and apply materials to accomplish the Elementary Religion Curriculum as established by the diocese.
- Supervise the recruitment, orientation, formation, ongoing development, and evaluation of catechists.
- Inform catechists of Diocesan Policy on catechist certification.
- Alert catechists and staff members to workshops and conferences available from either the Diocesan Office or in the local area.
- Provide attention to the faith formation provided to the parents and guardians as they are essential in the processing of passing on faith to their children.
- Communicate with the Diocesan Department of Catechesis through personal conference, meetings, and attendance at Diocesan sponsored workshops for the purpose of maintaining and improving professional performance and ongoing formation.
- Function as liaison between the parish and the Diocesan Department of Catechesis and apprise the Parish of current trends and policies in religious Education.
- Attend TRED (Trenton Religious Education Directors) Cluster meetings on a regular basis in the county.
- Collaborate with the pastor, other parish ministers, and appropriate committee boards and councils.
- Care to their own person, spiritual, and professional development.
- Implement diocesan and parish catechetical policies and guidelines, including areas of catechist certification, on-going formation, supervision, and administrative policies related to negligence, sexual abuse, sexual harassment and the safety and protection of minors. **See PREAM Appendix 1040: Child Protection Policy**

## The PCL, contingent on experience and current job description, may be responsible to:

- Function as a resource person for the various programs of adult religious education, RCIA Catechumenate Team and adult faith formation programs.
- Assist with liturgical planning