

Parish Catechetical Leader (Director of Religious Education)

Immaculate Conception Church – Somerville, NJ

Summary

Immaculate Conception Church, Somerville N.J. is seeking a full-time, mission-driven **Parish Catechetical Leader (DRE)** who is passionate about forming disciples and helping individuals and families grow in their relationship with Jesus Christ and His Church. Rooted in our parish's mission and vision, this leader will oversee and advance our parish-based catechetical programs—from children and youth formation to sacramental preparation and ongoing family evangelization and catechesis.

Responsibilities Include:

- Providing visionary leadership for parish faith formation initiatives
- Coordination and administration of K–8 religious education curriculum and sacramental preparation processes (First Reconciliation, First Eucharist, Confirmation)
- Recruiting, forming, and supporting parish catechists and faith formation teams
- Collaborating closely with the pastor, principal of Immaculate Conception School, and parish staff to align catechesis and religious educational curriculums with our evangelizing mission
- Ensuring effective communication with families, schools, and parish ministries
- Managing program budgets, schedules, records, and Safe Environment compliance
- Integrating digital tools and creative methods to enhance learning and community engagement

Qualifications:

- Practicing Catholic in full communion with the Church who embraces Catholic teaching and spirituality
- Degree or Certification in Theology, Catechetics, Religious Education, or related field (or equivalent experience).
- Strong organizational, leadership, and communication skills
- Experience in parish catechesis, evangelization, or teaching preferred
- Ability to inspire volunteers and work collaboratively in a team environment
- Spanish language skills preferred but not required.

We are looking for someone who sees catechesis not merely as a program of study but as a **mission of accompaniment, conversion, and lifelong discipleship**.

If you feel called to help shape the future of our parish's faith formation, please send a cover letter and résumé to:

Msgr. Joseph G. Celano, Pastor

Immaculate Conception Church

35 Mountain Ave.

Somerville, NJ 08876

Job Title: Parish Catechetical Leader

Supervisor: Pastor

October 2025

FLSA Status: Exempt

Salary Range: \$45,000-\$50,000

Summary

Serves the parish by overseeing the basic, essential, organic, systematic, and integral formation in the faith, which is aimed at making the proclamation of Christ's passion, death, and resurrection continually resound in the heart of every person so that his life may be transformed, as described in the Directory for Catechesis (2020). This formation, which is permeated by missionary discipleship, is structured around the 5 tasks of catechesis: leading to knowledge of the faith, initiating into the celebration of the mystery, forming for life in Christ, teaching to pray, and introducing to community life. (Directory for Catechesis, 79)

Responsibilities and DutiesIn Conjunction with the Pastor and Under His Supervision:

- evaluates and modifies Parish Religious Education Program and Sacrament Prep program in response to current and developing needs and in compliance with diocesan policies and procedures
- develops, schedules, and implements calendar of Parish Religious Education and Sacrament Prep sessions, meetings, retreats, liturgical events, and parish events
- oversees compliance with diocesan Safe Environment requirements for children and adults involved in the Parish Religious Education Program and Sacrament Prep
- evaluates and oversees use of available resources (textbooks, on-line tools/videos, formation tools, program administration tools) in light of parish needs, diocesan policies, Church documents, and catechetical literature
- recruits, orients, supervises, and trains catechists, staff, and other volunteers, supports pursuit of diocesan catechist certificate and participation in diocesan formation opportunities
- provides access and inclusion for children with Special Needs on an individual basis as necessary
- coordinates Religious Education and Sacrament Prep for children whose formal formation and/or sacramental experience has varied from the norm
- works closely with parish staff to successfully facilitate Parish Religious Education and Sacrament Prep programs
- updates and distributes Parent Handbook and Catechist Handbook
- provides information pertaining to the Parish Religious Education and Sacrament Prep programs to Director of Technology/Marketing Coordinator to ensure social media and other information platforms stay current.
- administers program registration and payment, and maintains program documentation as per diocesan policy
- oversees budget for Parish Religious Education and Sacrament Prep
- takes advantage of diocesan formation and diocesan PCL certificate opportunities
- communicates with parents and strives to involve parents and families as an integral part of the Parish Religious Education and Sacrament Prep programs
- serves as the liaison between the Parish Office and the Office of Faith Formation
- Facilitates coordination with the Principal and Faculty of Immaculate Conception School.
- Works with the pastor and others to plan and implement adult faith formation programs and processes.
- Supervises the support staff in the Office of Faith Formation.
- is responsible for the planning, recruiting and formation of catechists, and oversight of the Children's Liturgy of the Word from September to June.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans; Coordinates projects and presentations.

Verbal Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Provides vision and inspiration to parents, catechists, students, and other volunteers; Gives appropriate recognition to others; Displays passion and optimism; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Judgment - Exhibits sound and accurate judgment; Makes timely decisions; Supports and explains reasoning for decisions; Includes appropriate people in the decision-making process.

Professionalism - Tactfully approaches others; Reacts well under pressure.

Qualifications:

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

Education/Experience: Master's degree (M.A.) or Bachelor's degree (B. A.) in Catechetics, Theology, Religious Studies, Pastoral Ministry or equivalent preferred; or extensive experience and/or training in catechesis of children and adults; or equivalent combination of education and experience.

Religious Requirement: Must be a practicing Roman Catholic in good standing who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy.

Language Ability: Ability to read, analyze, and interpret general catechetical periodicals, professional journals, and theological journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions accurately. Fluency or proficiency with Spanish preferred but not required.

Math Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should know MS Word, Excel, Outlook (or equivalent software), and contact management systems and be willing to learn and utilize new technology tools as needed for successful and efficient administrative and formative tasks.

Certificates and Licenses: Parish Catechetical Leader Certificate in the Diocese of Metuchen (to be pursued if not already completed).

Supervisory Responsibilities: Directly supervises administrative staff and volunteers in accordance with parish policies and applicable laws. Responsibilities include interviewing and training employees and volunteers; planning, assigning, and directing work activities; appraising performance; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is exposed to a well-lit, heated and/or air-conditioned indoor office with adequate ventilation

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear.

General Sign-Off: I have received a copy of this job description and understand that it is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

Signature: _____ Date: _____