

The Many roles of a PCL

In the Archdiocese of Galveston-Houston

A catechetical leader is a servant of a parish community who has been instituted by the pastor to plan, organize and execute the critical work of catechizing and evangelizing all members of that community.

Archdiocesan representative:

A PCL's words and deeds shape the perception of the universal and local Catholic Church.

- PCLs must take special care not to publicly contradict the official teachings of the Catholic Church, and to uphold the policies of our bishop.

Parish employee:

A PCL conducts his/her ministry with professionalism and pastoral care.

- A PCL is bound by professional, ethical, and legal standards of conduct. These standards of conduct apply even when a PCL is not salaried.
- It is important that PCLs know the policy of their parish regarding employment, safety, managing resources, ordering supplies, money handling, etc. This information is specific to each parish and requires that the PCL communicate with the pastor and/or his designee. Please scan or click the code below to find a list of topics PCLs should discuss with their pastor and/or business administrator:

<https://www.archgh.org/pcl>



Pastor's representative to parishioners:

A PCL is a delegate of the Pastor.

- A PCL's words and deeds should align with the pastoral and administrative vision of the Pastor.
 - A successful PCL shapes his/her working relationship with the Pastor by setting:
 - Clarity in the communication of expectations and policies to be implemented.
 - Clear boundaries regarding their working relationship and the scope of responsibilities.
 - Clear and predefined accountability method.
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Supervisor of the parish's employees:

A PCL leads his/her team with professionalism and respect.

- At the pastor's direction, PCLs may be called to supervise other parish employees. In these cases, the supervising PCL has professional, ethical, and legal responsibilities towards the parish and the employee being supervised.
- The pastor, business administrator, and archdiocesan Office of Human Resources are resources for the PCL to understand their responsibilities as a supervisor.
- A successful PCL forms his/her team by providing:
 - Clear and proactive communication about expectations, policies, and accountability
 - Clear boundaries regarding appropriate work behavior
 - Opportunities for on-going formation and professional growth

Member of the Parish Pastoral Team:

A PCL maximizes effectiveness and minimizes conflict by collaborating well with his/her parish colleagues.

- A successful PCL understands the roles and responsibilities of every member of the parish pastoral team and endeavors to collaborate well with his/her colleagues.

Risk Manager:

A PCL is a stakeholder in the short- and long-term viability of their parish.

- A PCL is a partner of the parish's team in anticipating and identifying risk to the parish and to its parishioners, including:
 - Risk of physical or emotional harm of employees, volunteers and parishioners.
 - Risk of financial liability
 - Risk of harmful public perception
- A PCL is able to react during a crisis to minimize harm by knowing:
 - Parish emergency procedures
 - Archdiocesan Media Policy
- A PCL is aware of the different policies published by the Archdiocesan Office of Risk Management.
- Please scan or click the code below to find the section called:

<https://www.archgh.org/pcl>



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- Please scan or click the code below to find the archdiocesan office of risk management, which will have several documents and forms for you to review:

<https://archgh.org/risk-management>

Username: parish
Password: 7136595461



Safe environment agent:

A PCL implements Archdiocesan Safe Environment Policy, including having taken Safe Heaven training and ensured all appropriate volunteers have done so and oversees aspects of Circle of Grace.

- A PCL is aware of the type of circumstances and behaviors that may lead to misunderstandings that could harm the reputation of good people and disrupt parish life, as well as those that may genuinely be used by a predator to cause harm or to abuse any vulnerable members of the community.
- A PCL follows the archdiocesan directive to teach at least one Circle of Grace lesson to every child and adolescent enrolled in faith formation. You may find the appropriate and updated resources with the link and code below:

<https://www.archgh.org/parish-resources>

Username: parish
Password: 7136595461



Planner of the Catechetical Year:

A PCL has a short-term and a long-term vision for the faith formation of the parish or for his/her area of leadership.

- A PCL has a clear and firm understanding of the three major areas that make up a catechetical program:
 - Systematic
 - Occasional
 - Ongoing Life of the Parish
- Need to collaborate with others for a holistic vision and plan
- Need to plan ahead of time

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- You can find a recorded video with a training session on planning a catechetical year by clicking or scanning below:

<https://www.archgh.org/ipcm>



Implementer of the Archdiocesan curriculum:

A PCL is the person in charge of implementing the General Directory for Catechesis, as well as the programs and policies promulgated by our Archbishop.

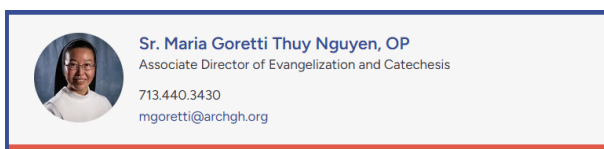
- A PCL understands that Cardinal DiNardo's promulgated vision for systematic catechesis is the full implementation of the archdiocesan curriculum for systematic catechesis.
- The following link will take you to a set of videos that will give you an overview of the archdiocesan curriculum:

<https://www.archgh.org/catechesis-various-ages>

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- Sr. Maria Goretti is the staff person in charge of helping you understand and implement the archdiocesan curriculum at your parish.



- To obtain the passwords for downloaded PDF files of lesson plans for specific publishers, please contact Sister Maria Goretti.

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- A PCL seeks to provide access to all catechists and volunteers under his/her leadership to the catechetical modules to train them to implement the curriculum.
 - The Catechetical modules have been redesigned to train your catechists to understand and implement the archdiocesan curriculum.
 - You can take the catechetical modules to your parish and/or you can train to teach them at your parish:

<https://www.archgh.org/modules>



Implementer of the Archdiocesan Norms for Sacramental preparation:

A PCL is the person in charge of implementing the norms for sacramental preparation promulgated by our Archbishop.

- In September 2023 Cardinal DiNardo promulgated a set of updated norms for sacramental preparation. A PCL understands that that they are responsible to faithfully implement these policies in their sacramental preparation programs.

Inclusion of Persons with disAbilities:

A PCL sets priority to welcome and include persons with disAbilities in faith formation, sacramental preparation, liturgy, and parish life.

- A PCL is working for a culture of inclusion within their parish environment and understands the attributes of a hospitable approach.
- A PCL understands that inclusion is an ongoing process of cooperating with the Holy Spirit who is at work among the faithful to gradually bear fruit of abundant life for all people.

<https://www.archgh.org/mpd>



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- The O.E.C. staff person in charge of helping you implement an inclusive environment in your programs is Melissa Alvarez:



Marketing/PR relations for catechetical programs:

A PCL is proactive, reaching out to all those who can benefit from catechesis and evangelization opportunities offered by the parish.

- A PCL seeks opportunities of engaging parishioners and non-parishioners and initiating an invitation to an encounter with Christ.
- A PCL works with other ministry leaders within the parish and deanery to promote and evangelize others in their care.

Conflict Resolution:

A PCL embodies and continually develops skills to deescalate conflicts among peers and offers paths to peaceful resolutions.

- A PCL practices and models effective communication among members of the catechetical team, parishioners enrolled in catechetical programs and develops supportive strategies of supervisors and the entire parish.
- A PCL is the first to model the attributes of Christ and collaborates with the catechetical team to find the gifts of each catechist and provides opportunities to grow in virtue.
- A PCL creates an intentional plan to provide a safe place for resolutions within a conflict.

Recruiter, formator, companion, and supervisor of catechetical ministers and other volunteers:

A PCL is a role model and mentor of all catechists and other volunteers under his/her leadership.

- A PCL accepts the responsibility of ushering into the right ministry everyone who expresses a desire to answer God's call to ministry.
- A PCL stimulates catechists to continuing formation by highlighting the importance of catechist certification and renewal of catechist certification:



- A PCL creates the conditions for different generations to hear and accept the vocation to catechetical ministry.
 - Speaks of catechesis as a vocation.
 - Makes **PERSONAL** outreach (impersonal invitations through announcements, email and printed materials have very limited power to inspire a “here I am Lord” response).
 - Once a catechist answers the Lord’s call, a PCL accompanies each catechist on their personal spiritual and catechetical formation journey.
 - *Nobody is waiting for one more email, but a timely visit or a phone call goes a long way in sustaining a catechetical vocation.*
- A PCL is proactive in mentoring and training catechists to identify the resources the archdiocese and the parish has made available to them to empower them to successfully fulfill their catechetical ministry:
 - Archdiocesan offices
 - Capernaum
 - Retreat houses
 - Other organizations with trainings

Registrar:

A PCL is a responsible administrator of the personal data entrusted to his/her care by parishioners enrolling in catechetical programs.

- A PCL understands the legal and ethical ramifications of collecting personal data from those that enroll in catechetical programs.

Customer service representative:

A PCL understands that parishioners and visitors will identify him/her as a member of the parish leadership.

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- A PCL is willing to go the extra mile to ensure that any parishioner or visitor approaching him/her finds a friendly ear, an advocate and proper guidance to solve any concerns related to parish life.

Self-care professional:

A PCL develops a set of habitual practices and sets proper boundaries to foster a sense of physical and mental well-being, as well as a coherent spirituality.

- A PCL is a role model for catechists and other volunteers, and as such he/she must have an awareness of how to achieve and maintain a sense of balance.
- A PCL establishes proper working boundaries with the rest of the parish team and within his/her own catechetical team.

Catechetical professional:

A PCL views ministry as a career, engages in a formation process that keeps them at the forefront of catechetical best practices, and creates a professional support system with colleagues.

- A PCL understands that a salary or a stipend does not diminish the value of one's ministry, but it raises the responsibility to uphold higher standards of professionalism.
- A PCL who is called to full time ministry should engage continuing professional growth and active participation in archdiocesan projects, events, and opportunities.