Job Title:	Parish Catechetical Leader
Location:	St. John the Evangelist Daylight
Reports To:	Pastor
FLSA Status:	Full Time Exempt
Last Revised:	September 24, 2026

Summary: St. John the Evangelist Church, Daylight is seeking a full-time Parish Catechetical Leader.

Essential Job Functions:

- The Parish Catechetical Leader (PCL) is the administrator of a total parish religious formation program, including designing, developing, directing, and evaluating programs and resources. The PCL is responsible for implementing and overseeing all parish faith formation programs, including classes and speakers, sacramental prep classes, Vacation Bible School, and parish outreach programs, and serves as Parish Youth Protection Coordinator.

Required Skills:

- Leadership and Outreach: Recruit, train and support adult and youth staff, volunteers, and catechists.
- Collaboration: Work with the pastor and staff to integrate youth into the larger parish community.
- Communication: Maintain effective communication with parents, families, and the parish through social media, email, and the bulletin.
- Strong organizational, administrative, and interpersonal skills.
- Proficiency in technology and social media for ministry outreach.
- Ability to work flexible hours, including evenings and weekends.

Areas of Responsibility:

- Direct the Religious Education program for grades 1-12, including catechist recruitment, formation, and training.
- Direct Vacation Bible School
- Direct Adult Formation programs in the Parish.
- Provide for Sacramental preparation for First Reconciliation, First Communion, and Confirmation.
- Oversee Youth Ministry for Grades 6-12.
- Identify and empower lay leaders from the parish community to meet the spiritual needs of our children, teens, parents, families, married couples, single and widowed adults, and catechists.
- Plan and execute with the pastor parish missions/retreats (men & women).
- Serve as Parish Safe Environment Coordinator and provide training as needed for all staff and volunteers who work with youth.

- Communicate with the Parish Secretary regarding First Communion and Confirmation details for recording of the sacrament.
- Develop and monitor a budget in consultation with the Finance Council.
- Assist with administrative office duties when needed.

Education Requirements:

- Must possess a minimum of a Bachelor's Degree
- Experience in parish ministry is highly desirable.
- Able to comfortably teach and present materials when necessary.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Applicants should submit their resumes to humanresources@evdio.org