



MISSION CATHOLIQUE N.D. de L'AMOUR DIVIN
MISSIONE CATTOLICA MADONNA DEL DIVINO AMORE
OUR LADY OF DIVINE LOVE

PARISH CATECHETICAL LEADER (PCL)

Coordinator of Faith Formation and Christian Initiation

Our Lady of Divine Love – Divino Amore

Reports to: Pastor P. Pierangelo Paternieri

Position Purpose

The Parish Catechetical Leader (PCL) provides pastoral leadership for the parish's ministry of evangelization, catechesis, and Christian initiation. Working collaboratively with the pastor, parish staff, volunteers, and families, the PCL develops and coordinates opportunities for people of all ages to encounter Jesus Christ, deepen their faith, celebrate the sacraments, and become active members of the parish community.

The Parish Catechetical Leader recognizes that catechesis is not merely preparation for receiving sacraments but an ongoing process of lifelong discipleship.

Major Responsibilities

Pastoral Leadership

- Develop and implement the parish's vision for evangelization and catechesis.
- Collaborate with the pastor and parish leadership in planning faith formation initiatives.
- Foster a welcoming, missionary culture within catechetical ministry.
- Ensure that all catechetical initiatives remain faithful to the teachings of the Catholic Church and diocesan guidelines.

Christian Initiation and Sacramental Preparation

Coordinate parish programs for:

- Baptism preparation
- First Reconciliation
- First Eucharist
- Confirmation
- Ongoing children's faith formation
- Family catechesis
- Adult faith formation (where applicable)



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Responsibilities include:

- yearly planning
- registrations
- calendars
- retreats
- parent meetings
- sacramental celebrations
- communication with families
- sacramental records

Catechist Leadership

- Recruit volunteer catechists.
- Conduct interviews and onboarding.
- Ensure Safe Environment requirements are completed.
- Organize orientation sessions.
- Provide ongoing formation.
- Mentor and accompany catechists.
- Observe sessions and provide coaching.
- Foster a spirit of prayer and community among volunteers.

Family Ministry

- Accompany parents as the primary educators of their children in the faith.
- Encourage family participation in parish life.
- Offer opportunities for family prayer and faith sharing.
- Connect families with parish ministries.

Administration

- Maintain registrations and sacramental records.
- Coordinate schedules.
- Prepare annual calendars.
- Manage program budgets.
- Order resources and materials.
- Prepare reports when required.



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Collaboration

Work collaboratively with:

- Pastor
- Parish staff
- Parish secretary
- Liturgy ministry
- Youth ministry
- RCIA team
- Catholic schools
- Volunteers
- Parish pastoral council
- Diocesan offices

Qualifications

Candidates should:

- Be a practicing Catholic in good standing.
- Demonstrate a mature faith and active sacramental life.
- Possess strong organizational and leadership skills.
- Have experience working with children, youth, and families.
- Communicate effectively both verbally and in writing.
- Demonstrate pastoral sensitivity and sound judgment.
- Be proficient with basic office technology.

Preferred

- Degree or certificate in Theology, Religious Studies, Catechetics, Pastoral Ministry, or related field.
- Parish ministry experience.
- Bilingual (French/English).
- Available to work weekends, and evenings as needed



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Success Indicators

The successful Parish Catechetical Leader:

- Builds a vibrant catechetical community.
- Supports and forms volunteer catechists.
- Engages families beyond sacramental preparation.
- Ensures quality catechesis rooted in evangelization.
- Encourages ongoing participation in parish life after the sacraments.

Advantages and Benefits

- Permanent full-time position (35 hours/week);
- Salary according to Diocesan Norms
- On-site parking.

Apply now by sending your resume and cover letter to missionemadonna@gmail.com before **August 15, 2026**.

We thank you for your interest in this position, however, only those with the desired profile will be contacted.