

PCL Connect Fiscal Year 2025-2026

Device Distribution Policy

Office of Religious Education



The Archdiocese of Los Angeles offers the PCL CONNECT as a resource for Parish Catechetical Leaders (PCLs¹). This program provides selected electronic devices along with voice and data services for the device, to select PCLs for use in their ministries at no cost to them or their parish. PCL CONNECT is for ministers designated by the Parish Pastor in the roles of DRE/CRE and Youth Ministry/ Confirmation Coordinator in all parishes of the Archdiocese and is provided through the Catholic Communication Collaboration (C3) Department in partnership with T-Mobile.

The expectations for use and the Acceptable Use Policy (AUP) from the ADLA Administrative Handbook in Chapter 10 apply: <http://handbook.la-archdiocese.org/chapter-10> <https://handbook.la-archdiocese.org/chapter-10/section-10-3>. Anyone receiving a device is required to sign the “PCL Connect Device Distribution Agreement” stating that he or she accepts and understands the AUP.

The Archdiocesan AUP applies to all users.

In each parish, the number of devices to be assigned will be decided by the PCL Connect Program Administrators (ADLA). The decision will be based on information provided by ORE Regional Coordinators and the Pastor or Parish Administrator. Thus said, the following procedures are set in place for distributing devices in a parish setting.

- A. In each parish, one device will be provided to the person with the role of Director/Coordinator of Religious Education (DRE/CRE). If there is no one in this role or the role is performed by a priest, then the device will be offered to the person with the role of Director/Coordinator of Faith Formation. If one person is performing a dual or triple role in the parish, they are eligible for an alternative secondary device if approved by the ORE Regional Coordinator in consultation with the PCL Connect Program Administrators (ADLA). The alternative secondary device may not be the same as the first device they received. If there is no one with either role in the parish or both are performed by a priest, no device will be offered. If a religious sister is hired by a parish as a PCL, she can apply for a device to be used in her new ministry through PCL Connect.
- B. In each parish, one device will be provided to the person with the role of Youth Ministry Coordinator, and if necessary, another device may be provided to the person with the role of Confirmation Coordinator. If the role is performed by a priest, then no device will be offered to him. If one person is performing a dual role in the parish, they are eligible for an alternative secondary device if approved by the ORE Regional Coordinator in consultation with the PCL Connect Program Administrators (ADLA). The alternative secondary device may not be the same as the first device they received. If there is no one with either role in the parish or both are

¹ PCL is an umbrella term used to designate catechetical leaders in different formation ministries in a parish setting.

performed by a priest, no device will be offered. If a religious sister is hired by a parish as a PCL, she can apply for a device to be used in her new ministry through PCL Connect.

*Note: priests and religious sisters are eligible for an Archdiocesan device through **Clergy Connect** (clergyconnect@la-archdiocese.org) and **Sisters Connect** (sistersconnect@la-archdiocese.org).*

Any minister in one of these roles (described above) can receive a device whether he or she is a staff member or a volunteer in the parish. If one person holds both positions (DRE/CRE and Youth Ministry Coordinator), then that person is to be considered the DRE/CRE. Consequently, as described above, the second device will be deployed to the individual in the role of Confirmation Coordinator, if needed and devices are available. In case of difficulties identifying specific roles, the final designation will be done by the Regional ORE Coordinator in consultation with the pastor/administrator.

The device remains Archdiocesan property and must be returned when the PCL leaves the designated position. In each parish, the pastor/administrator is required to confirm and approve recipients. The pastor/administrator is also required to take responsibility for notifying the ORE Regional Coordinator about changes in these positions. After a change in position, the device is to be returned to the Regional ORE Coordinator, and he/she notifies PCL Connect of the change. Any device reassignment from a former PCL to a new PCL will be done by the PCL Connect program administrators. A pastor/parish administrator cannot do a device reassignment. The new individual in this position and/or the pastor may contact their Regional ORE Coordinator to apply for a device for their use.

The device provided includes full domestic voice and data service at no cost to the recipient or the parish through the PCL Connect program. A parish may not charge a recipient for the use of the device under any circumstances.

Every recipient of a device will have an ACES email account created with the Archdiocese of Los Angeles, which will be connected to the device. The guidelines for using an ACES account are found here: <https://handbook.la-archdiocese.org/chapter-10/section-10-8>. Recipients of the device can choose between an Apple iPhone or Apple iPad.

Each Apple iPhone is assigned a phone number. An existing/previous phone number can't be moved/ported to a PCL Connect phone, and once a PCL Connect phone is surrendered, its number can't be moved/ported to another phone. The device is not equipped for international usage by default. PCL Connect does not provide cases or accessories. The parish of the device recipient is required to purchase a screen protector and case for that device.

The devices will be distributed by C3 in conjunction with the Regional ORE Coordinator. Recipients must either attend an in-person workshop (where they will receive their device) or an online workshop (after a device is shipped to them) to learn how to set up the device. The workshop will include introductory deployment information, information on the resources and applications that are installed or available through PCL Connect, and information on how to transfer existing applications being used in their ministries to the new PCL Connect device. For any questions on this policy contact your Regional ORE Coordinator, or the C3 Team at: pclconnect@la-archdiocese.org