



Job Description

Position: Parish – Assistant Director of Religious Education

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor and DRE

Primary Function: The Assistant Director of Religious Education assists the director in administrating a parish catechetical program and provides leadership to assist the parish community in building a solid foundation of catechetical ministry.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
- Be a practicing Catholic faithful to the teachings of the Church
- Flexible work schedule which includes evenings and weekends
- Demonstrate ability to work well under pressure in a multi-task environment with time and resource constraints

Primary Duties and Responsibilities:

- Provide administrative support and assistance to DRE for all Religious Education programs.
- Assist in coordinating and overseeing major Religious Education events and ceremonies.
- Provide logistical support during weekly Religious Education and RCIA sessions.
- Work with DRE to plan and coordinate faith formation opportunities for adults.
- Maintain accuracy of sacramental records.
- Order and maintain appropriate numbers of Religious Education materials and supplies.
- Assist in planning and overseeing Vacation Bible School during the summer.
- Assist with revisions to the Religious Education and Catechist Handbooks as needed.

- Assist with preparation & scheduling of related sacramental programs and worship services.
- Perform special tasks as requested by pastor or DRE.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will.

Signature

Date