



Job Description

Position: Parish - Coordinator of Religious Education

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

Reports To: Pastor

Primary Function:

The Coordinator of Religious Education is responsible for the organization and administration of specified areas of religious education and Catholic formation in fulfillment of the catechetical mission of the parish in cooperation with the Pastor and the parish staff.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- BA in Theology/Religious Education or BA/BS in Education with semester credits in Theology/Catechetics/Scripture, or working towards or possessing a certificate in ministry or theology from a Catholic institution of higher learning;
- Teaching experience in religious education is preferred;
- A pastoral, prayerful person committed to personal and professional growth;
- Competent in communications, interpersonal and relationship "people" skills;
- Computer competent (e.g., Microsoft Office, Publisher);
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner;
- Understand catechesis, the catechumenate process, lay ministry and evangelization;
- Flexibility and availability to work evening and weekend hours;
- The ability to successfully complete a criminal history and background check.

Primary Duties and Responsibilities:

- Organize, schedule, and oversee religious education programs for pre-school through 12th grade;
- Prepare, schedule sacramental programs and worship services for students and parents for parish formation program and works in collaboration with Catholic Schools;
- Order text books, teaching materials and resources for the programs;
- Prepare an annual calendar of DRE activities;
- Identify and support the training for catechists at each grade level;
- Help to plan and facilitate Faith Formation Mass, working with Music Minister, Sunday Matters Minister, and Presider;
- Provide leadership for the Children's Liturgy of the Word for Sunday, which includes CLW materials, scheduling catechist and helper, training of catechists, and safe environment;
- Counsel, advise and visit with students, parents and teachers when faith formation classroom problems arise;
- Prepare and preside at liturgical celebrations for students;
- Organize and oversee the Summer VBS, along with recruiting catechists and helpers for the religious education event.
- Meet regularly with parish staff for planning and coordination of parish programs;
- Demonstrate capacity to carry out administrative and supervisory duties in timely fashion, utilizing good communication skills;
- Participate in on-going formation and educational opportunities to keep current on trends in catechetical ministry;
- Maintain and update Safe Environment files on volunteers and employees that work with parish DRE programs;
- Prepare and submit budget to Pastor;
- Regular presence at Sunday morning Masses to facilitate outreach to our children and their parents, and support for Sunday Catechists:
- Performs other duties as requested by the Pastor.

Other Duties and Responsibilities:

- Plan, develop and direct all Sacramental programs pre through high school;
- Works in collaboration with the Coordinator of Hispanic Ministry;
- Facilitate the Annual Retreat;
- Maintains a high level of confidentiality;
- Plan and develop Adult Education Programs in coordination with Outreach Coordinator.

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, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date