



## Job Description

**Position:** Parish – Director of Faith Formation

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
                  \_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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### **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:**

- Requires BA in Theology/Religious Education or a related educational field and or certificate in ministry or theology from a Catholic institution of higher learning
- A pastoral, prayerful person committed to personal and professional growth, with abilities to collaborate and delegate
- Competent in communications, interpersonal and relationship “people” skills, while maintaining confidentiality
- Computer competent (e.g. Microsoft Office) and Social Media competent
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner
- Understand life-long catechesis, the catechumenate process, lay ministry and evangelization
- Organize, schedule and oversee a small religious education program for K through 8<sup>th</sup> grade
- Organize, schedule and supervise Vacation Bible School
- Plan, develop and direct the parish RCIA program, Sacramental programs and Adult Formation programs
- Flexibility and availability to work evening and weekend hours

- Commitment to the mission of the Roman Catholic Church

### **Primary Duties and Responsibilities:**

- Organize, schedule, and oversee religious education programs for K through 8<sup>th</sup> grade;
- Prepare, schedule sacramental programs and worship services for students and parents;
- 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;
- Counsel, advise and visit with students, parents and teachers when classroom problems arise;
- Prepare and preside at liturgical celebrations for students;
- 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 Business Manager;
- Performs other duties as requested by the Pastor.

### **Other Duties and Responsibilities:**

- Plan, develop and direct the parish RCIA program;
- Plan, develop and direct all Sacramental programs;
- Plan and develop Adult Education Programs.

### **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.

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Employee Signature

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Date