

ST. JOSEPH PILLAR OF FAMILIES PARISHES
COORDINATOR OF RELIGIOUS EDUCATION
ST. MICHAEL GRADES Pre-K through 12

POSITION SUMMARY:

The Coordinator of Religious Education at St. Michael ("CRE") advances the Archbishop's teaching ministry by working to integrate youth catechesis in the context of the process of evangelization, discipleship, and stewardship. The CRE reports to the Director of Faith Formation Pre-K-12 and is an active member of a dynamic team that seeks to accompany youth through all stages of the process of evangelization, discipleship, and stewardship.

The CRE collaborates closely and congenially with the entire staff of St. Joseph Pillar of Families Parishes as well as other families of parishes and the Archdiocese of Cincinnati. The CRE must be a model of professional conduct and always represent St. Joseph Pillar of Families Parishes and the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. 1-2 years of parish religious education experience.
3. Experience dealing with youth and Life Teen curriculum.
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Team player who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
6. Self-starter. Reliable. Employs good judgment. Demonstrates ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.
7. Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies.
8. Must complete a background check.

DUTIES & RESPONSIBILITIES:

1. Collaborate with the Director of Faith Formation Pre-K-12 to plan an annual calendar of programming to effectively coordinate and run the CCD program at St. Michael.
2. Collaborate with the Director of Faith Formation Pre-K-12 to plan for and implement the curriculum to be used for the CCD program at St. Michael that best meets the needs of

the youth and their families, in compliance with the Archdiocese of Cincinnati Graded Course of Study for Religion.

3. Coordinate registration and collection of fees for St. Michael CCD program.
4. Evaluate the curriculum for First Reconciliation, First Communion, and Confirmation in collaboration with the Director of Faith Formation Pre-K-12. Revise and implement as needed.
5. Forming, equipping, training and scheduling all catechists/volunteers in Youth Faith Formation at St. Michael in collaboration with the Director of Faith Formation Pre-K-12.
6. Preparation and implementation of any summer programs at St. Michael for Youth Faith Formation; e.g. Vacation Bible School
7. Preparation and coordination over the summer for the upcoming year's CCD program.

SUPERVISION RECEIVED/REPORTS TO: Director of Formation Pre-K-12

TERMS OF EMPLOYMENT:

Full Time, 32 to 40 Hours/Week, Will include some evening and weekend hours
12 months

ORGANIZATIONAL RESPONSIBILITY:

Employees of St. Joseph Pillar of Families, Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.