

St. Augustine/St. Joseph, A Part of Christ Our Light Family of Parishes  
Coordinator of Religious Education Grades K-6

Job Description

1. IDENTIFYING INFORMATION

Position Title: Coordinator of Religious Education (Grades K-6)

St. Augustine, Minster, OH

Status: Full Time or Part Time

Reports to: Director of Evangelization

2. PRIMARY FUNCTION OF THIS POSITION

- This position oversees and coordinates the total catechetical efforts for Grades K-6 at St. Augustine/St. Joseph, in alignment with parish and Archdiocesan goals.
- The Coordinator of Religious Education (CRE) K-6 manages administrative, programmatic, and sacramental elements (First Communion & First Reconciliation) of the catechetical programs at St. Augustine/St. Joseph Students for Grades K-6 working closely with the youth minister and the CRE 7-12

3. POSITION CONTENT

A. Program Administration & Management

The CRE ensures effective delivery of all catechetical programs, including sacramental prep, weekly formation. Responsibilities include:

- Administer catechetical programs for Grades K-6 as well as scheduling and coordinating the use of the church and parish facilities, including CCD on Wednesday Mornings, Morning Wednesday Mass and CCD on Thursday afternoons throughout the school calendar year.
- Participates and seeks consultation at regular meetings of the parish education commission particularly in matters related to discipline, attendance, registration, tuition, evaluation, etc.
- Prepares and submits an annual budget for programs(s) as well as maintaining inventory, ordering and distributing equipment, materials and supplies.
- Schedules and coordinates the rental and use of audio-visual software and hardware for program needs.
- Coordinates sacramental programs for First Communion and retreats for First Communion. Working with DOE, Director of Worship and the St. Augustine/St.

Joseph Catechist for the 2nd grade year to make sure all aspects of Confirmation are met and fulfilled.

- Commissioning of catechists on Catechetical Sunday.
- Works with appropriate staff and volunteers:
  - On policy matters related to discipline, attendance, registration, tuition, evaluation, etc.
  - Creating program handbooks for catechists and students/parents in parish programs
  - Prepares and delivers reports/updates on CCD activities with Education Commission
  - Communication with parents
  - Works closely with CCD Administrative Assistant, Volunteers, Catechists.
  - Prepare yearly parish religious education calendar in conjunction with the master parish calendar, in coordinator of Youth Activities, CRE 7-12 and Youth Minister
  - Assist in the planning of liturgical celebrations in the parish
- Oversees clerical and maintenance personnel assigned to provide services for designated programs.
- Coordinates the registration and collection of fees for programs through Final Forms
- Maintains communication with the Archdiocesan Office of Religious Education for support, direction and resources as well as communicating with the DOE on a regular basis.
- Attends meeting and professional growth opportunities provided by the archdioceses and deanery and/or COL opportunities as well as Deanery or Archdiocesan youth/catechetical events.
- Coordinate and support youth participation in Sacraments in collaboration with the Director of Evangelization, Pastor, Director of Worship, 7-12 CRE and Youth Minister.
- Assists the Local Safe Environment Coordinator (SEC) and assures that volunteers are certified.

#### B. Supervision & Volunteer Management

The CRE Provides leadership and support for the catechetical staff

- Recruit, train, and support catechists, aides, and adult/youth volunteers as well as provide ongoing formation and spiritual enrichment for all catechists and volunteers.

- Administer catechist certification processes; encourage professional development through Archdiocesan workshops and training.
- Ensure compliance with Archdiocesan Safe Parish policies.

#### C. Communication & Outreach

- Use Flocknote and other approved platforms to communicate with families, students, catechists, and parish staff.
- Provide regular reports to the Parish Staff, Education Commission, and Evangelization Team.
- Communicate with families through weekly parish bulletin, emails and other forms of communication as appropriate
- Create a welcoming, responsive environment for students and families, especially those with special needs.
- Maintains records of attendance and keeps parents informed of student progress,
- When applicable, works with Pastor and other designated staff in planning and coordination of First Sacraments. Assists with entry of data into parish sacramental records.
- Negotiate and plan with Minster Local Schools along with CRE 7-12 for the Release Time Agreement for all religious education for St. Augustine/St Joseph

#### D. Program Enrichment

- Conduct annual evaluations and classroom observations for catechetical staff.
- Conduct curriculum reviews every 3–5 years in alignment with Archdiocesan standards.
- Provide resources and support for homeschooled and non-traditional students.
- A tool available if CRE chooses to utilize, ARK assessments to evaluate curriculum and needs for youth
- Coordinates/Conducts annual classroom observation and assessment with each program catechist.
- Schedules, plans and conducts meetings and in-service opportunities for catechetical staff.
- Oversees the placement of non-traditional students in appropriate settings (i.e. OCIA, sacramental preparation, tutoring).
- Provides for mainstreaming of students with disabilities and special needs including training of catechists, parent consultation and monitoring.

#### 4. Position Specifications/Requirements

- A person of Christian faith who strives to live a life guided by the Gospel, rooted in regular prayer, and lived out in the Catholic Faith community.

- An effective leader and administrator; skilled in communication, pastoral planning, budgeting, recruiting, and managing volunteers.
- Knowledgeable in the catechesis of the Catholic Faith and able to effectively utilize a variety of resources.
- Ability to communicate effectively with the public in person, on the phone, on social media and in written communications.

#### 5. Responsibility for Quantifiable Measures

- The CRE supervises a catechetical staff who are paid, in addition to unpaid support staff and volunteers.
- Plan and execute multiple programs and events with budget oversight.
- Maintain sacramental and formation records for K-6th grade students. Maintaining Final Forms, Updating Sacrament books if needed, verifying baptismal records for sacraments and communicating to parishes where baptism took place.

#### 6. Working Environment

- Position requires frequent evening and/or weekend work including participation in meetings of Education Commission, Volunteer staff meetings, and weekly presence during catechetical sessions and special programs on Wednesday evenings during the religious education year.
- The CRE is an active member of the parish catechetical staff and may serve (serves) as a member of the parish pastoral staff.

Employees of St. Augustine/St. Joseph, a member of Christ Our Light 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 St. Augustine/St. Joseph/COL. 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 Archdioceses of Cincinnati of 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.

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Coordinator of Religious Education 7-12

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Fr. Kenneth Schnipke, C.P.P.S,  
Pastor

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Date:\_\_\_\_\_