

Job Description

Coordinator of Religious Education

Immaculate Heart of Mary Parish

Position Title:

Coordinator of Religious Education

Status:

Part-time, Approx. 10-15hrs. week (12-month position)

Reports To:

Pastor

Position Summary

The Coordinator of Religious Education is responsible for the overall administration, development, and implementation of the parish Religious Education programs at the Immaculate Heart of Mary Parish. This includes oversight of Catechesis of the Sacred Heart and St. Ann Parishes, Sacramental Preparation programs, and Children's OCIA. The Coordinator ensures that all programs faithfully reflect the teachings and traditions of the Catholic Church while fostering spiritual growth within the parish community.

Primary Responsibilities

- Direct and coordinate all parish Religious Education programs, including:
 - Catechesis
 - Sacramental Preparation
 - Children's OCIA
 - Provide leadership, organization, and oversight for catechists and program volunteers.
 - Develop program calendars, events, and activities in alignment with parish goals and the liturgical year.
 - Ensure all volunteers complete required background checks and Archdiocesan-approved child protection training prior to working with children.
 - Attend bi-weekly parish staff meetings and provide regular updates on Religious Education programs and events.
 - Submit annual program and event information for inclusion in the parish calendar.
 - Obtain prior approval from the Pastor for any changes to program content, calendar events, or cancellations.
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Qualifications

Faith Requirements

- Practicing Catholic in good standing.
- Solid knowledge of Catholic Church structure, doctrine, and the liturgical calendar.

Skills & Competencies

- Strong organizational and leadership skills.
- Excellent verbal and written communication skills.
- Collaborative approach to ministry and teamwork.
- Action-oriented problem solver with initiative and strong project management abilities.
- Ability to plan, prioritize, and manage multiple responsibilities effectively.

Education & Experience

- Catechist certification required.
 - Previous catechetical experience required.
 - Degree in Theology preferred.
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Working Environment

- Flexible schedule required, including office hours, evening meetings, and weekend programs.
- Active participation as a member of the Parish Staff.
- Responsibility for maintaining compliance with all Archdiocesan child protection policies and training requirements.