

# Job Description for a Religious Education Coordinator

*Saint Michael the Archangel Family of Parishes*

**Reports to Associate Director of Youth, Adult, and Family Evangelization  
(as of 7/2/26 - Michael Barclay)**

## **1. Identifying Information**

- a. Position Title: Religious Education Coordinator
- b. Locations: Mary, Help of Christians and Sacred Heart
- c. Status: This is a part-time, seasonal, hourly position. Seasonal work is mostly August-June. Weekly hours are not to exceed 15 hours/week.
- d. Reports to: Associate Director of Youth, Adult, and Family Evangelization

## **2. Overview of Position**

- a. Assists the catechetical formation of children through 8th grade at two church locations.
- b. Assistance is provided by participating in curriculum oversight, fostering collaboration, recruiting and supporting catechists, empowering family catechesis, and offering hospitality.
- c. This position supports the catechists and does not supplant them.

## **3. Responsibilities and Regular Activities**

- a. Combined Oversight of PSR at Mary, Help of Christians and Sacred Heart
  - i. Coordination, recruitment, and support of volunteer catechists
    1. Coordinate and run:
      - a. Annual Catechist Gathering
      - b. Monthly Catechist Team Meeting
    - ii. Assist with Communicating & Coordinating Registration
    - iii. Review of Curriculum & Performance
  - ii. Confirmation
    1. Uses Life Teen *Purpose*
    2. Monthly evening Session at (Sacred Heart)
- b. Sacramental Prep Consists of these initiatives.
  - i. 1st Reconciliation & 1st Communion
    1. Ascension Press (Sacred Heart)
    2. Dynamic Catholic (Mary, Help of Christians)
  - ii. Confirmation
    1. Uses Life Teen *Purpose*
    2. Monthly evening Session at (Sacred Heart)
- c. Help set, confirm, and communicate a calendar of events and sacraments.
- d. Craft and disseminate Parent Communications
- e. Encourage parents to integrate into adult faith formation opportunities
- f. Help young people integrate into serving, youth ministry, and other opportunities
- g. Assist with compliance with Safe Environment expectations
- h. Ministry of presence:
  - i. Be on-site for a minimum of 15 Sundays for each PSR (Total of 30 Sundays).
  - ii. Communicate anticipated presence to church secretaries and direct supervisor.

- iii. Prioritize the necessity of presence based on the importance of events at each parish. (ex. Mardi Gras Sunday at Mary, Help of Christians).
- i. Family Unity
  - i. Bimonthly supervisory meetings with Associate Director of Youth, Adult, and Family Evangelization
  - ii. Provide a report for or attend:
    - 1. Monthly Staff meeting for Mary, Help of Christians & Sacred Heart
    - 2. Monthly Evangelization Team meeting
    - 3. Monthly All Staff Meeting
  - iii. Collaboration with clergy to facilitate visibility and interaction with PSR students
- j. Other duties as assigned by the Pastor or Director of Evangelization

#### **4. Experience & Qualifications**

- a. Must have a bachelor's degree or commensurate experience
  - i. Degrees or certifications in theology, religious education, catechetics, religious studies, or related fields preferred.
  - ii. Experience as a catechist recommended
- b. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments and able to speak of one's relationship with Jesus.
- c. Must have clear communication skills and organizational skills.
- d. Bilingual (English and Spanish) preferred
- e. Must be able to facilitate consensus building and foster team morale.
- f. Must be able to pray in front of and with others

#### **5. Working Environment**

- a. This position requires frequent Sunday mornings from September through May. Work is shared between two sites:
  - i. Sacred Heart & Mary, Help of Christians
  - ii. Office space will be provided.
- b. This position requires close collaboration with the Associate Director of Youth, Adult, and Family Evangelization & secretaries.