

**Parish:** Eastside Family of Parishes (St. Cecilia, St. Mary, Oratory of St. John Vianney)

**Position:** Coordinator of Religious Education (CRE)

**Classification:** Exempt

**Schedule:** Full-time

**Supervisor:** Director for the Office of Catechesis & Evangelization

**Organizational Core Values:** The Eastside Family of Parishes staff is composed of and continues to seek individuals who are team players, reliable communicators, passionately Catholic, striving for holiness, and aligned with the Magisterium and norms of the Church.

**Job Summary:** The CRE administrates (designs, develops, directs, and evaluates) the catechetical process for the children of the Eastside Family of Parishes.

### **Position Content**

The major position responsibilities and regular activities of the CRE revolve around the following programs:

Family of Faith (FoF) – (Monthly, family-based CCD model)

- Create the annual FoF calendar
- Recruit and train volunteer catechists to lead the children classes
- Lesson plan and teach the parent classes
- Work with support staff to process FoF registrations
- Evaluate and purchase all FoF materials and textbooks

1st Reconciliation Preparation (2nd Grade, Fall)

- Create the annual 1st Reconciliation calendar
- Prepare and facilitate a fall parent meeting
- Prepare the liturgical rubrics and worship aids for the 1st Reconciliation service
- Along with volunteers, organize the logistics of a large 1st Reconciliation service
- With the assistance from parish staff, recruit visiting priests to assist with hearing confessions

1st Communion Preparation (2nd Grade, Spring)

- Create the annual 1st Communion calendar
- Prepare and facilitate a spring parent meeting
- Organize 1st Communion photo sessions
- Organize 1st Communion retreats
- With the assistance of support staff, collect and process sacramental documents such as Baptismal certificates
- Organize the 1st Communion Masses
- Create and print 1st Communion Certificates

Confirmation Preparation (7th Grade)

- Create the annual Confirmation calendar
- Prepare and facilitate a fall parent meeting

- Organize a Confirmation retreat
- with the assistance of support staff, collect and process sacramental documents such as Baptismal certificates, Confirmation saint name forms, sponsor applications, etc.
- With the assistance of worship staff, plan the Confirmation liturgy at the Cathedral
- Create and print worship aids
- Create and print Confirmation certificates

### ***Further Responsibilities and Expectations***

- Designs catechetical programs focused on the empowerment of parents as primary catechists of their children.
- Maintains relationship with pastor, other parish staff members, commissions, catechetical staff, and Diocesan Office of Religious Education.
- Develops individualized programs for parishioners with special religious education needs.
- Integrates insights from current catechetical literature into program planning.
- Identifies and enables leadership within the community to take responsibility for program components.
- Adjusts program components (space, time, materials, human, and physical resources) as needed.
- Obtains resources (AV, parish, library, textbooks, liturgy materials), which complement the religious education efforts in the parish.
- Communicates with participants, parents, parish-at-large to keep them informed of religious education efforts.

### ***Working Environment***

- This position entails frequent evening and weekend work.

### ***Responsibility for Quantifiable Measures***

- The CRE is responsible for their departmental budget.
- The CRE supervises 12+ volunteer catechists on a regular basis.

### ***MINIMUM QUALIFICATIONS:***

**Education:** The CRE is expected to have one of the following:

- BA in Theology/Religious Education or a related theological field.
- BA in an unrelated field with twenty-four (24) semester credits in Theology and Catechetics.

**Experience:** The Coordinator of Religious Education is expected to have a minimum of two years employed experience within the parish setting. Specifically in Religious Education, Faith Formation, and/or Sacramental Preparation.

**To apply:** email your cover letter, resume, 3 professional references, and your salary requirements to [cegner@eastsideregion.org](mailto:cegner@eastsideregion.org)