



## **JOB DESCRIPTION DIRECTOR OF RELIGIOUS EDUCATION**

### **I. IDENTIFYING INFORMATION**

Position Title: DIRECTOR OF RELIGIOUS EDUCATION

Status: Full-Time, 12 months, Exempt

Reports to: Pastor

### **II. PRIMARY FUNCTION OF THIS POSITION**

Director of Religious Education provides leadership and direction regarding ministry services for the parish, faith formation, and sacramental preparation and other functions as assigned by the Pastor.

### **III. POSITION CONTENT**

#### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

##### **1. Leadership and Administration**

1. Promotes and implements plans and programs with appropriate personnel.
2. Communicates the plans, progress and needs within the parish, including relevant information to catechists, parents, candidates, pastor, music director, sponsors and parish-at-large.
3. Recruits, trains, supervises and evaluates regular and occasional volunteers to staff programs and ministries.
4. Administers the Archdiocesan Catechist certification process for parish catechists including observation, assessment, application and renewal.
5. Establishes an annual calendar for all catechetical programming and negotiates space and facilities for same.
6. Acquires and manages resources for various catechetical ministries and programs.
7. Oversees implementation of parish and Archdiocesan policies and guidelines related to Religious Education.
8. Represents the catechetical ministry within the parish. Represents the parish in Archdiocesan and interparish catechetical meetings and functions.
9. Participates in staff meetings.
10. Administers the SAFE PARISH Child Protection Training. Checks Safe Parish data base to make sure all registered users are in compliance with the Decree on Child Protection. Provides information to staff and volunteers so that they can complete all requirements.

##### **2. Sacramental Preparation**

1. Provides, on a family-by-family basis, Baptism preparation.
2. Directs and serves as a catechist in the RCIA.
3. Provides or directs others in marriage preparation. See 2. 1. above

### **3. Catechetical Programs and Formational Activities**

1. Recruiting and supervising coordinators for Early Childhood, Parish Elementary Religion Program (e.g., PREP), Youth Catechesis, Adult Faith Formation.
2. Provide training and support for catechists.
3. Oversees selection of curriculum and resources according to Archdiocesan guidelines.
4. Provides direction and assistance with liturgical and prayer celebrations.
5. Preparation and selection of materials for various special programming and other parish needs.
6. Provides leadership and direction or resourcing for catechetical and liturgical programs for the parish school including selections and implementation of religion curriculum, scheduling and preparation of school liturgical experiences in consultation with the principal, and rehearsal of student liturgical ministers for liturgies and prayer celebrations.

## **IV. POSITION SPECIFICATIONS/ REQUIREMENTS**

### **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- Must be current in Church theology
- Organization Leadership
- Good counseling or active listening skills
- Good oral and written communication skills
- Ability to develop and administer programs to meet assessed needs
- Must have an active faith life with a personal relationship with Jesus
- Must have some experience in the areas of responsibility of ministry
- Good collaboration skills
- Remain current on pastoral, spiritual, ecclesiastical and management techniques in order to provide appropriate direction to the pastoral groups
- Must be flexible and adaptable due to the generalist nature of this position

### **B. EDUCATION, TRAINING AND /OR EXPERIENCE**

- Leadership experience
- Experience supervising volunteers
- Basic or General Certification as a Catechetical Leader in the **DRE mode**. Having achieved either Basic or General Certification, catechists must recertify every three years at their current level of certification or apply for General or Advanced Certification.
- Basic or General Certification as RCIA Catechist.
- RCIA Leadership Certification requires High School Education, achieving Advanced RCIA Catechist Certification and fulfill requirements and apply for ARE (Associate of Religious Education) Certification with skill requirements in RCIA. Bachelor's Degree in Catholic Theology. Bachelor's Degree with no Theology Courses requires 30 semester or 45 quarter hours' undergraduate credit in Catholic Theology. (College or LPMP courses fulfill this requirement.) Master's Degree in Catholic Theology. Master's Degree with no Theology Courses requires completion of 24 semester or 36 quarter hours' graduate credits in Catholic Theology.

## **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

- Budgetary responsibility – establishing, tracking and measuring results.
- Compliance with the Decree on Child Protection per Archdiocesan guidelines.
- Parish catechists achieving certification.

## **VI. WORKING ENVIRONMENT**

Requires many evenings and weekends to perform ministries of service.

“Employees of Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Family of the Most Holy Eucharist. 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.”

## **VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**