

## **Associate of Religious Education (ARE)**

Details about the opening are as follows:

### **I. IDENTIFYING INFORMATION**

Position Title: Associate of Religious Education

Status: Part-time or Full-time, Non-exempt

Reports to: Director of Religious Education or Pastor

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

The Associate of Religious Education operates under the supervision of the DRE or Pastor to implement and oversee an already conceived formation program or one facet of the total parish program (e.g., PSR, Early Childhood).

### **III. POSITION CONTENT**

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

##### **1. Program Management**

The Associate of Religious Education is responsible for the smooth running and maintenance of a particular catechetical program.

- Recruits catechists, aides and other personnel to staff program.
- Oversees the implementation of relevant parish and Archdiocesan policies related to the program including the Child Protection Decree.
- Provides periodic program reports for pastoral staff and Education Commission.
- Cooperates with DRE and/or Education Commission in creation of program handbooks for catechists, students and parents.
- Cooperates with DRE and/or parish staff in related managerial tasks including scheduling of calendar and facilities.
- Manages registration and collection of fees.
- Works within the allotted budget for implementation of the program.
- Cooperates with DRE or parish staff for ordering and procurement of texts, supplies and materials.
- Schedules and coordinates the rental and use of audio-visual software and hardware for program/classroom needs.
- Maintains records of attendance and keeps parents informed of student progress.
- Communicates with Office of Evangelization and Catechesis consultant for direction and resources.
- Completes and returns Archdiocesan forms and surveys in a timely fashion.
- Participates in relevant meetings and enrichment opportunities scheduled by the Archdiocese, parish leadership, etc.

##### **2. Catechetical Leadership**

The ARE provides coordination and support for a particular catechetical program and its staff.

- Supervises catechetical and support staff.
- Administers the Catechist certification process including regular observation and evaluation of catechists.
- Provides spiritual enrichment opportunities for the catechetical staff.
- Schedules, plans and conducts regular meetings with catechetical staff.

- Facilitates the process for selection of curriculum in accordance with parish priorities and Archdiocesan guidelines.
- Implements parish and Archdiocesan policies as they apply to program.
- Coordinates inclusion of students with disabilities and special needs including training of catechists, parent consultation and ongoing monitoring.
- Conducts annual program evaluation.

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

##### **A. SKILLS, KNOWLEDGE AND/OR ABILITIES**

- Catholic Beliefs
- Catechetics
- Organization and administration
- Communication

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

Catechetical certification in the **ARE mode**.

See *Office of Evangelization and Catechesis* website for description of educational and experience requirements for ARE certification.

#### **VI. WORKING ENVIRONMENT**

Position requires presence at some evening and/or weekend meetings and during catechetical sessions and special programs. Regular meetings with DRE or Pastor for communication and consultation are essential to this position.