

Director of Religious Education (DRE) Job Description
Holy Family Parish (Middletown) & Our Lady of Sorrows (Monroe)
Our Lady of Peace Family of Parishes

I. Identifying Information

- a. Status: Full-Time
- b. Reports to: Pastor

II. Primary Function

Provides overall leadership and direction for total faith formation for both Holy Family Parish & Our Lady of Sorrows. The DRE is a full-time member of the Holy Family Parish & Our Lady of Sorrows staff who supervises volunteers involved in religious education/faith formation. The DRE is responsible for ongoing development of vision and goals for faith formation in cooperation with parish consultative bodies. The DRE provides for the direction, design development implementation and evaluation of the total catechetical program. The DRE collaborates with catechetical leaders in the Our Lady of Peace Family of Parishes.

III. Position Content – Major Position Responsibilities & Regular Activities

- a. Leadership and Administration – The DRE manages the following functions and tasks including delegation and supervision of coordinators and other personnel who assist with these duties:
 - i. Collaborates with the other catechetical leaders in the Our Lady of Peace Family of Parishes to provide faith formation opportunities
 - ii. Stays current regarding Church and Archdiocesan guidelines, trends in theology and catechesis, parish goals and developments, and brings these to discussions with Pastoral Council and Parish staff.
 - iii. Participates and provides leadership for goal-setting and policy development in the area of faith formation.
 - iv. Designs strategies, plans and programs to reach established goals.
 - v. Promotes and implements plans and programs with appropriate personnel and parishioners.
 - vi. Communicates the plans, progress and needs within the Our Lady of Peace Family of Parishes.
 - vii. Recruits, trains, supervises and evaluates regular and occasional volunteers to staff programs and serves on committees.
 - viii. Administers required Archdiocesan catechist training &/or certification.
 - ix. Serves as Primary Administrator for Safe Environment matters at Holy Family Parish & Our Lady of Sorrows by acting as the Archdiocesan Local Safe Environment Coordinator.
 - x. Establishes an annual calendar for all catechetical programming and negotiates space and facilities for same
 - xi. Collaborates with Business Managers to create the religious education budget. Monitors religious education budgets & acquires and manages resources for various catechetical ministries and programs.
 - xii. Maintains records for all catechetical programs including attendance, fees, permission & emergency contact & medical forms.
 - xiii. Oversees implementation of parish and Archdiocesan policies and guidelines related to religious education.

- xiv. Collaborate with catechetical leaders in the Our Lady of Peace Family of Parishes to review curriculum & update when appropriate.
- xv. Represents the catechetical ministry within Holy Family Parish and Our Lady of Sorrows. Represents Holy Family Parish and Our Lady of Sorrows in Archdiocesan and inter-parish catechetical meetings and functions.
- xvi. Attends and participates in staff meetings.
- b. Catechetical Programs and Formational Activities – The DRE executes all parish faith formation programs and activities by:
 - i. Recruiting and supervising coordinators and catechists for Holy Family Parish and Our Lady of Sorrows Parish School of Religion (Sunday School), Adult Faith Formation (Small Church Communities and Bible Study), and other faith formation programs. Collaborates on recruiting & supervising volunteers for Our Lady of Peace Family of Parishes Faith Formation events such as Vacation Bible School (VBS).
 - 1. Provide training and support for program coordinators and catechists.
 - 2. Oversee selection of curriculum and resources according to Archdiocesan guidelines.
 - 3. Act as liaison for clerical, facilities and maintenance needs for catechesis programs.
 - 4. Provides direction for Our Lady of Peace Family of Parishes catechesis programs as we move from a family of parishes to one parish.
 - 5. Provide direction and assistance with liturgical and prayer celebrations.
 - ii. Work with Our Lady of Peace Family of Parishes leadership, committees and volunteers to design, plan, promote and implement new program models and occasional events and opportunities for faith formation for all ages.
 - iii. Supervise preparation and selection of materials for various special programming and other parish/Family of Parishes needs.
- c. Sacramental Preparation – The DRE is responsible for the direction and coordination of all aspects of the RCIA process for adults and children, Infant Baptism, First Communion, Confirmation and First Penance in conformity with current guidelines and employing a community and family focus. This includes supervision of catechists and coordinators. Duties include:
 - i. Recruits, forms and supervises catechists and teams.
 - ii. Develops curriculum, processes and program components.
 - iii. Prepares schedules, materials, handouts, planning sheets, etc.
 - iv. Provides parent sessions, family/sponsor/candidate workshops, retreats and home activities.
 - v. Coordinates Thanksgiving & Christmas giving baskets & Giving Tree activities for Our Lady of Sorrows. Works with charitable organization to provide needy families with food & gifts. Coordinates parishioner volunteers & Confirmation candidates & their families in collecting & distributing items.
 - vi. Coordinates plans and preparation for related rites and liturgies in cooperation with presider and musician.
 - vii. Communicates relevant information to catechists, parents, candidates, Pastor, musician, sponsors and the parishes at large.
 - viii. Gives sacramental record data to responsible staff (_____ at Holy Family Parish, Office Manager at Our Lady of Sorrows) so it can be recorded in the official record books and in the database.

IV. **Position Specifications/Requirements**

a. Skills, Knowledge &/or Abilities

- i. Must be a practicing Catholic with an active faith life.
- ii. Must be current in Church theology.
- iii. Must be current in Church catechetical methods and requirements.
- iv. Must have the ability to develop & administer programs to meet assessed needs of different groups (adults, children, adolescents, staff, volunteers).
- v. Must have good administrative & organizational skills.
- vi. Must have good leadership skills.
- vii. Must have good oral & written communication skills.

b. Education, Training &/or Experience

- i. Leadership experience
- ii. Desire experience supervising volunteers &/or employees
- iii. Graduate or student working towards graduation of the LPMP or a comparable pastoral program
- iv. College degree or equivalent

V. **Working Environment**

This full-time position requires many weekends and some evenings. Employees of Holy Family Parish and Our Lady of Sorrows will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to policies of Holy Family Parish and Our Lady of Sorrows Catholic Church. 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.

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

Employee signature

Date

Supervisor signature

Date