

JOB DESCRIPTION-COORDINATOR OF RELIGIOUS EDUCATION

I. IDENTIFYING INFORMATION

Position Title: COORDINATOR OF RELIGIOUS EDUCATION
Status: Part-time, Non-Exempt
Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

Coordinator of Religious Education provides leadership and direction for the parish school of religious education (PREP), sacramental preparation and faith formation for adults and children.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Leadership and Administration

- Promotes and implements plans and programs with appropriate personnel and volunteers
- Communicates religious education plans, progress, and needs within the parish, including relevant information to catechists, parents, candidates, pastor, music director, sponsors and parish-at-large
- Recruits, trains, supervises, and evaluates regular and occasional volunteers to religious education programs and ministries
- Administers the Archdiocesan Catechist certification process for parish catechists including observation, assessment, application, and renewal
- Establishes an annual calendar for all youth catechetical ministries and programs as well as adult faith formation programs
- Acquires and manages resources and oversees selection of curriculum for various Religious Education programs and ministries.
- Oversees implementation of parish and Archdiocesan policies and guidelines related to Religious Education including facilitating annual ACRE testing
- Represents the youth catechetical and adult faith formation programs within the parish, in Archdiocesan and interfaith catechetical meetings and functions
- Participates in staff meetings
- Functions as the Safe Environment Coordinator to ensure the parish is SafeParish compliant

2. Sacramental Preparation

- Provides parent sessions for Baptism, 1st Reconciliation, 1st Communion and Confirmation that include prayer, catechesis and information to support them as primary educators of faith
- Coordinates retreats and service opportunities for youth sacraments
- Reviews and maintains Catechetical Programs and Formational Activities Baptism, 1st Reconciliation, 1st Communion, Confirmation and RCIA
- Provides training and support for catechists

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES

- Demonstrates capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills
- Participated in ongoing formation and educational opportunities to keep current on trends in catechetical ministry
- Must be an active member, in good standing, of the Roman Catholic Church

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning
- Participation in and compliance with the SafeParish program sponsored by the Archdiocese

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Responsible for maintaining a reasonable budget for learning resources and activities

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required
- Ability to accomplish administrative tasks at home

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

Employee Signature

Date

Supervisor Signature

Date