



Blessed Sacrament Church, Fort Mitchell, Kentucky
Director/Coordinator of Religious Education
Job Description

The position of Director/Coordinator of Religious Education (DRE or CRE) is a full-time, 12 months a year position. The Director of Religious Education must be a practicing Catholic, in good standing with the Church. Additionally, he/she is a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Director/Coordinator of Religious Education reports directly to the pastor. As a member of the parish staff, the Director/Coordinator of Religious Education works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators.

The Director/Coordinator of Religious Education is a professional catechetical leader who assists adults, adolescents and children of the parish in their faith formation.

The responsibilities of the Director/Coordinator of Religious Education include, but are not limited to:

I. Position Content

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Leadership and Administration

- Promotes and implements plans and programs with appropriate personnel.
- Communicates the youth 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 staff youth programs and ministries.
- Administers the Diocesan Catechist certification process for parish catechists including observation, assessment, application, and renewal.
- Establishes an annual calendar for all youth catechetical programming and negotiates space and facilities for same.
- Acquires and manages resources for various youth catechetical ministries and programs.
- Oversees implementation of parish and Diocesan policies and guidelines related to Religious Education including facilitating annual ARK testing.
- Represents the youth catechetical ministry within the parish. Represents the parish in Diocesan and interparish catechetical meetings and functions.



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- Participates in staff meetings.
- Works with school administrative staff to ensure the parish is Safe Parish compliant.

2. School Liturgical Ministry

- Plans and coordinates weekly and Holy Day school masses and prayer services.
- Leads and equips 8th grade for prayer services throughout the year.
- Trains and schedules liturgical ministers, i.e., lectors, Eucharistic ministers, altar Servers for school masses.
- 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.

3. Sacramental Preparation

- In consultation with Pastoral Minister and pastor, directs and serves as a catechist in the youth portion of RCIA.
- Provide parent sessions for 1st Reconciliation, 1st Communion and Confirmation that include prayer, catechesis and information to support them as primary educators of the faith.
- Coordinate retreats, field trips and service opportunities for youth sacraments.
- Reviews and maintains Catechetical Programs and Formational Activities for youth RCIA, 1st Reconciliation, 1st Communion and Confirmation.
- Recruiting and supervising coordinators for Parish Elementary Religion Program (e.g., PSR), youth RCIA, Jr. High Catechesis, and Jr. High and High School Youth Ministry.
- Provide training and support for catechists.
- Oversees selection of curriculum and resources according to Diocesan guidelines for the school and parish youth programs.
- Provides direction and assistance with liturgical and prayer celebrations.
- Preparation and selection of materials for various special youth programming and other parish needs.

4. Other Duties

- Social media presence - Maintains the Youth pages of website, Facebook and Instagram.



II. 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
- Participates 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

V. Working Environment

This position may require frequent evenings and/or weekend work and an unpredictable schedule. Employees of Blessed Sacrament Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Blessed Sacrament 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 Diocese of Covington 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.

If interested, please submit resume to Jennifer Summe @ jsumme@bscky.org

Please see our Parish website for additional information:

<https://www.bscky.org/>
