

Coordinator of Religious Education (Grades K–6)

**Location:** Holy Angels Campus, Sidney, Ohio

**Employment Type:** Part-Time (19 hours/week)

**Reports to:** Pastor

### **Position Overview**

The Coordinator of Religious Education will guide and support the religious formation of children in Grades K–6. This individual will serve as a key leader in implementing parish catechetical programs, preparing students for the sacraments of first reconciliation and first communion, and cultivating a joyful, Christ-centered learning environment.

### **Work Schedule**

- 19 hours per week
- Wednesday evenings
- Occasional weekend hours for events or sacramental celebrations
- Some seasonal flexibility for summer religious education programs

### **Key Responsibilities**

- Coordinate and maintain schedules for weekly religious education classes
- Recruit, train, and support volunteer catechist and classroom aides
- Organize and lead sacramental preparation for First Reconciliation and First Communion
- Communicate with parents and guardians regarding program updates, events, and student activities
- Develop and oversee summer religious education programs
- Maintain accurate records of student registration, attendance, and sacraments
- Collaborate with the pastor on curriculum, student events, and catechetical vision

### **Qualifications & Skills**

- Practicing Catholic with knowledge of Church teachings and sacraments
- Experience in parish ministry, education, or catechetical programs (preferred)
- Strong organizational and communication skills
- Ability to lead and inspire both children and adult volunteers
- Must successfully pass a background screening and complete Safe Environment Training

Interested candidates should submit a resume and inquiries to:

**[pastor@nw7family.com](mailto:pastor@nw7family.com)**