

Holy Redeemer, A Part of Christ Our Light Family of Parishes
Coordinator of Religious Education/Youth Minister Grades 7-12

Job Description

1. IDENTIFYING INFORMATION

Position Title: Coordinator of Religious Education/Youth Minister (Grades 7-12)

Status: Part-Time, Hourly, Non-Exempt, 20 Hours a week.

Reports to: Director of Evangelization

2. PRIMARY FUNCTION OF THIS POSITION

- This dual-role position oversees and coordinates the total catechetical and youth ministry efforts for Grades 7–12 at **Holy Redeemer**, in alignment with parish and Archdiocesan goals.
- The Coordinator of Religious Education (CRE) manages administrative, programmatic, and sacramental elements of the catechetical programs, while also developing and leading vibrant youth ministry opportunities to engage teens in the life of the Church

3. POSITION CONTENT

A. Program Administration & Management

The CRE/Youth Minister ensures effective delivery of all catechetical and youth ministry programs, including sacramental prep, weekly formation, and social/spiritual engagement. Responsibilities include:

- Administer catechetical programs for Grades 7–12 as well as scheduling and coordinating the use of the church and parish facilities.
- Participates and seeks consultation at regular meetings of the parish education commission particularly in matters related to discipline, attendance, registration, tuition, evaluation, etc.
- Prepares and submit an annual budget for programs(s) as well as maintaining inventory, ordering and distributing equipment, materials and supplies.
- Schedules and coordinates the rental and use of audio-visual software and hardware for program needs.
- Oversees clerical and maintenance personnel assigned to provide services for designated programs.
- Coordinates the registration and collection of fees for programs through Final Forms.
- Maintains communication with the Archdiocesan Office of Religious Education for support, direction and resources as well as communicating with the DOE on a regular basis.
- Attends meeting and professional growth opportunities provided by the archdioceses and deanery and/or COL opportunities as well as Deanery or Archdiocesan youth/catechetical events.
- Plan and lead at least one major youth conference or trip annually (e.g., Catholic Heart Work Camp, March for Life, NCYC, One Bread, One Cup, Steubenville Conference).
- Coordinate and support youth participation in Sacraments in collaboration with the Director of Evangelization, Pastor, and Director of Worship.
- Coordinate fellowship meals on Wednesday evenings during the Religious Education Year.

B. Supervision & Volunteer Management

- Recruit, train, and support catechists, aides, and adult/youth volunteers as well as provide ongoing formation and spiritual enrichment for all catechists and volunteers.
- Administer catechist certification processes; encourage professional development through Archdiocesan workshops and training.
- Ensure compliance with Archdiocesan Safe Parish policies.

C. Communication & Outreach

- Use Flocknote and other approved platforms to communicate with families, students, catechists, and parish staff.
- Provide regular reports to the Parish Staff, Education Commission, and Evangelization Team.
- Create a welcoming, responsive environment for students and families, especially those with special needs.

D. Program Enrichment

- Conduct annual evaluations and classroom observations for catechetical staff.
- Conduct curriculum reviews every 3–5 years in alignment with Archdiocesan standards.
- Provide resources and support for homeschooled and non-traditional students.

4. Position Specifications/Requirements

- A person of Christian faith who strives to live a life guided by the Gospel, rooted in regular prayer, and lived out in the Catholic Faith community.
- An effective leader and administrator; skilled in communication, pastoral planning, budgeting, recruiting, and managing volunteers.
- Knowledgeable in the catechesis of the Catholic Faith and able to effectively utilize a variety of resources.
- Ability to communicate effectively with the public in person, on the phone, on social media and in written communications.

5. Responsibility for Quantifiable Measures

- The CRE/YM supervises a catechetical staff who are paid, in addition to unpaid support staff and volunteers.
- Plan and execute multiple programs and events with budget oversight.
- Maintain sacramental and formation records for 7th–12th grade students.

6. Working Environment

- Position requires frequent evening and/or weekend work including participation in meetings of Education Commission, Volunteer staff meetings, and weekly presence during catechetical sessions and special programs on Wednesday evenings during the religious education year.
- The CRE/YM is an active member of the parish catechetical staff and may serve (serves) as a member of the parish pastoral staff.

Employees of Holy Redeemer, a member of Christ Our Light Family of parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Holy Redeemer/COL. 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 Archdioceses of Cincinnati of 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.

Coordinator of Religious Education

Fr. Kenneth Schnipke, C.P.P.S Pastor

Date:_____

Date:_____