

The Coordinator of Religious Education and Liturgy at St. Helen Parish requires a Christ-centered, people-focused leader to manage the parish's educational and liturgical programs. This role is vital for fostering spiritual growth and ensuring the smooth execution of worship services within the parish community.

Key Duties and Responsibilities

The primary functions of this position include both Religious Education (RE) and Liturgy coordination.

Religious Education (RE) Responsibilities:

- **Program Development:** Designing, implementing, and overseeing comprehensive RE programs for children in grades 1-8. Coordinating weekly Children's Liturgy of the Word, including recruiting volunteers and managing schedules.
- **Curriculum Management:** Selecting and ordering appropriate curricula, textbooks, and resources, ensuring alignment with Catholic doctrine and diocesan guidelines.
- **Volunteer Coordination:** Recruiting, training, supervising, and supporting volunteer teachers (catechists) and support staff, including ensuring they meet certification and safe environment requirements.
- **Sacramental Preparation:** Organizing and overseeing preparation programs for sacraments such as First Reconciliation, First Holy Communion involving parents in the process. Coordinates Confirmation in conjunction with the Bread of Life Family of Parishes.
- **Administrative Duties:** Managing program registration, maintaining records, developing a calendar of events, and handling the program's budget.
- **Parental Support:** Assisting parents in their role as primary religious educators of their children.

Liturgy Responsibilities:

- **Worship Planning:** Collaborating with clergy and musicians to plan and coordinate all liturgical activities, including the weekly Sunday 9:00 a.m. liturgy, funerals, and seasonal/special celebrations. Participation in weekly staff and necessary Bread of Life Worship Commission meetings.
- **Preparation:** Ensuring the church environment and all necessary items (vestments, vessels, books, etc.) are properly prepared and maintained for masses and services.
- **Liturgical Ministers:** Administering the scheduling and training of liturgical ministers, such as altar servers, lectors, and extraordinary ministers of Holy Communion.

- **Resource Management:** Preparing materials like worship aids or programs for special events and managing copyright usage for music and texts.

Required Qualifications and Skills

- **Faith Commitment:** Must be a fully initiated, practicing Catholic in good standing with the Church, with an understanding of Catholic liturgy, scripture, and tradition.
- **Education:** A degree in theology, religious education, pastoral studies, or a related field is preferred, with relevant experience in parish or diocesan positions.
- **Leadership and Interpersonal Skills:** Excellent communication, leadership, and teambuilding abilities to work effectively with clergy, staff, volunteers, and diverse parish members.
- **Organizational Skills:** Strong planning, management, and administrative skills, with the ability to multitask and work under pressure.
- **Flexibility:** Ability to work a flexible schedule, including evenings and weekends, to accommodate program and liturgy schedules.
- **Technical Skills:** Computer literacy and familiarity with relevant software (e.g., Microsoft Office, church management/scheduling programs).

The position is full time exempt. The ability to work a flexible schedule, including some evenings and weekends is necessary .

To apply please provide a cover letter and resume no later than November 19, 2025, to Mel McWilliams , parish manager, at mel.mcwilliams@sthelenparish.org