

Religious Education Director/Coordinator

Role Specifics (in compliance with Department of Labor FLSA policies):

- Position: Religious Education Director/Coordinator
- Status: Full time, 12 months per year,
- Supervisor: Pastor
- Faith: The Religious Education director/coordinator is a practicing Catholic in good standing with the Church.

Primary Job Function:

- The Religious Education Director/Coordinator proclaims the Gospel primarily through implementing, and developing when appropriate, the parish's pastoral plan for children and families in a framework that promotes lifelong formation in faith.
- The Religious Education director/coordinator assists the pastor and his advisory committee in advocating a systematic religious education program (pre-school, kindergarten through 8th grade, high school, and adult) within the parish. This includes gathered catechetical sessions, prayer opportunities and service to others. Sacramental preparation for 1st Reconciliation, 1st Holy Communion, RCIA, and Confirmation is also included.
- The difference between a director role and coordinator role is that the director supervises paid staff, or the employee has earned an advanced degree in theology or ministry, or by equivalency of years of experience within the ministry role. Otherwise the roles are identical.
- In compliance with Faith Formation Policy 330, the Religious Education director/coordinator shall hold initial (basic) catechetical certification (from the diocesan Department of Evangelization and Catechesis) and receive consistent and ongoing religious faith formation to maintain this certification. Basic certification includes participation in the diocesan sponsored certification program and the diocesan Catechetical Leader meetings.

Position Responsibilities:

- Articulates a vision of catechesis and the catechetical process based on the major catechetical documents of the Church (for example the *General Directory for Catechesis* and the *National Directory for Catechesis* among others).
- Participates and seeks consultation and input at regular meetings of the Parish Pastoral Council.
- Informs the parish staff and leadership about documents and developments in the area of religious education and family faith formation.
- Represents the parish in diocesan and regional efforts and events to promote and educate about religious formation of children and family faith formation.
- Maintains a relationship with the Diocesan Department of Evangelization and Catechesis (and the St. Joseph Educational Center in the Des Moines region) for consultation, support and resourcing.
- Tends to his/her own ongoing formation through participation in opportunities for professional development.

- Coordinates youth and adult activities and experiences such as Vacation Bible School, youth group, retreats, guest speakers, Fall Festival, Children's Masses, etc.
- Assists the parish community to evaluate and implement its role as a catechizing agent.
- Applies appropriate principles of human development, especially faith and moral development, to a catechetical program.
- Utilizes appropriate methodologies of adult-centered and/or child-centered learning.
- Supports a program of catechist formation according to diocesan certification norms.
- Involves the family as an essential agent in the faith formation process; especially in the formation of children and adolescents.
- Uses multi-media and technology for effective program implementation.
- Incorporates service opportunities, and reflections on these experiences, in catechetical programs for adults, adolescents, and children; especially linking such opportunities in fostering the social mission of the Church
- Recognizes the various cultural expressions of Christian faith within the community, and incorporate them into parish programs, activities, and liturgical celebrations.
- Provides opportunities for participation in prayer, personal spiritual development and communal worship for all parishioners: youth and adult.
- Assists the pastor and parish leadership in discerning and calling forth the talents and gifts of various individuals in order to develop and sustain catechetical leadership and continuity within a program.
- Reviews, evaluates, and develops programs, long and short range goals and objectives.
- Initiates and maintains accurate records on students, families, catechists, and other participants.
- Participates in the parish process for creation of the annual religious education and family faith formation budget.
- Develops systems to extend program opportunities to groups and individuals less likely to participate because of factors such as language barriers, physical or developmental disabilities, educational disadvantages and/or social alienation.
- Conducts program evaluations and parish-wide assessments to determine effectiveness of opportunities and refine efforts.
- Coordinates recruitment, hospitality and honorariums for out-of-parish speakers and presenters.
- Assures that appropriate legal responsibilities are met within the context of a parish program.
- Maintains a collaborative ministerial relationship with other pastoral staff, parish ministry leadership, and colleagues at the Diocesan Department of Evangelization and Catechesis

Essential Relationships:

- Pastor—immediate supervisor
- Parish Staff—close cooperation and communication and seek staff involvement and input when appropriate
- Pastoral Council—attend regular meetings and provide a religious education and family faith formation ministry report
- Parish Committees—communicate and collaborate with appropriate committees, i.e., liturgy, social justice, religious education, etc.

- Parishioners—regular communication and seek input as appropriate
- Diocesan Offices—regular communications, adherence to diocesan policies, participation in diocesan professional organizations, diocesan association of professional catechetical leaders (CLADD)

Position Specific Requirements:

- Skills, Knowledge, and Abilities
 - Pastoral Planning
 - Basic Theology
 - Children and Family Catechetical Theory and Formation Practice
 - Program Development
 - Evangelization Education and Training
 - Certification as a Catechetical Leader.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.