

JOB DESCRIPTION

Religious Education Director/Coordinator

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

- Position: Religious Education Director/Coordinator
- Status: Part time/9 months per year
- Supervisor: Pastor / Associate Pastor
- Faith: The Religious Education director is a practicing Catholic in good standing with the Church.

Primary Job Function:

- The Religious Education Director/Coordinator proclaims the Gospel primarily through implementing 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 and high school). This includes gathered catechetical sessions, prayer opportunities and service to others. Sacramental preparation for 1st Reconciliation, 1st Holy Communion and Confirmation including parent meetings, retreats/reflection opportunities. Work with leaders of the ethnic groups for translators as needed.
- 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 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 mentoring process.

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).
- 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.
- 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.
- Supports a program of catechist formation according to diocesan certification norms.

- 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.
- 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.
- Initiates and maintains accurate records on students, families, catechists, and other participants.
- 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.
- Assures that appropriate legal responsibilities are met within the context of a parish program.
- Works well within a diverse population and must be comfortable in working with refugee and immigrants. Must understand the differences in the cultures and what their needs present.
- Maintains a welcoming atmosphere for all who come.
- Maintains a collaborative ministerial relationship with other pastoral staff, parish ministry leadership, and colleagues at the Diocesan Department of Evangelization and Catechesis
- Any other responsibilities assigned by supervisors

Position Specific Requirements:

A minimum of 3 years experience in the area of Faith Formation

- Skills, Knowledge, and Abilities
 - Basic Theology
 - Children and Family Catechetical Theory and Formation Practice
 - Knowledge, Understanding and Acceptance and Sensibility of Cultural Diversity
 - Certification as a Catechetical Leader

Ongoing development can be assisted through the Diocesan Office of Evangelization and Faith Formation

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.

Salary:

This part time position will be paid on an hourly basis from August 15-May 15.