

Coordinator of Religious Education

Directs several dimensions of a comprehensive parish Religious Education program along with the DRE. This typically includes supervising support staff personnel; recruitment and training of volunteers; planning programs for adults, teens and children; evaluating program curricula and acting as a parish resource person in methods and some areas of theology. This classification requires a degree in Education or a related field and some hours in theology.

JOB RESPONSIBILITIES:

A. Administration

1. Develops, maintains and supervises the Religious Education Program of the parish along with the DRE.
2. Coordinates family RE enrollment and payment of fees with the DRE.
3. Fosters effective communication among all persons – including catechists, staff and parents – involved in Religious Education.
4. Prepares class materials as needed.
5. Researches new books, AV materials, etc. to keep programs current.
6. Works with the catechists to update Diocesan Certification and provides training when necessary.
7. Works with the RE Administrative Assistant with paperwork and correspondence regarding the parish Religious Education Program.

B. Programming

1. Helps develop specific practical and applicable program sections, which meet the needs of parishioners. Supervises, strengthens, develops and expands present program sections.
2. Program sections can include the following:
 - a. Pre-School for Three, Four and Five Year Olds (not in kindergarten)
 - b. Religious Education (grades kindergarten – 5)
 - c. Family program for in the home
 - d. Special Education programs
 - e. Sacramental Preparation for Eucharist (parents and children)
 - f. Sacramental Preparation for Penance (parents and children)
 - g. Sacramental Preparation for Confirmation/Eucharist in the Restored Order (parents and children)
 - h. Sacramental Preparation for High School Confirmation (parents and teens)
 - i. Summer Religious Education Programs
 - j. Adult Education Programs
 - k. Small Communities of Faith
 - l. Vacation Bible School
 - m. Catechist Formation

- c. Personnel
 - 1. Recruits, hires, supervises, evaluates and terminates catechists and other Religious Education personnel (paid staff, volunteers) along with the DRE.
 - 2. Establishes and maintains a competent Religious Education staff by providing workshops, formation programs and meetings for all staff.

- d. Communication with Staff and Diocese
 - 1. Attends staff meetings and strives to work with other staff persons in a supportive manner.
 - 2. Assists the DRE in planning long-range goals and setting objectives for the total Religious Education of the parish.
 - 3. Attends regular DRE deanery meetings.

- e. Other
 - 1. Attends meetings, conferences and workshops concerning Religious Education; engages in profession research and reading of current materials.
 - 2. Acts as parish resource person and advisor along with the DRE on current trends, programs and instructional materials.

NECESSARY QUALIFICATIONS:

- 1. Active member of a Roman Catholic parish faith community.
- 2. College degree in Education, or a related field.
- 3. A knowledge of theology and religious education trends and methods.
- 4. A knowledge of related fields of psychology, education, sociology, and communication.
- 5. Some formal education or experience in administration and organization.
- 6. Experience which indicates the ability to organize and manage.
- 7. At least three years of teaching experience in Religious Education.