



# Open

## Position Description

Updated on April 19, 2017

### Employment Information

<b>July 1, 2017</b> Employment Date	<b>Full Time Employee</b> Employment Category	<b>Salaried Exempt</b> Employment Type
<b>Semi-Monthly</b> Pay Frequency	<b>Full Time</b> Scheduled work week	

### Primary Job Information

<b>TBD</b> Job Date	<b>Director of Children's Catechesis</b> Job Title	<b>Children's Catechesis</b> Program Name
<b>Catholic Center</b> Entity Name	<b>Marlon De La Torre, MA, MEd.</b> Supervisor	

***The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth.***

### Essential Functions of the Director of Children's Catechesis are:

1. The director of Children’s Catechesis implements and facilitates Bi-lingual programs of religious education formation in every parish from birth through preschool up to an intermediate level.
2. Oversees the formation of children in the Catholic Faith and the administration of all Sacramental Preparation Guidelines, Elementary Religious Education Guidelines, and oversee RCIA for Children.
3. To provide Bi-lingual Catechetical training and up-to-date resources and formation for Directors and Coordinators of Religious Education and Catechists.
4. The Director will exercise the ability to foster the New Evangelization with the intent of forming intentional disciples using systematic approach to the faith.

### Job Duties

- Support, inform and guide the Directors of Religious Education and Coordinators of Religious Education in all the parishes. In August, there is a “Meet and Greet Day” designed as a personal, spiritual and catechetical opportunity, a time to welcome all of the new and continuing DRE’s and CRE’s of the diocese, offer them resources and networking and any assistance they might need.

- Assist and encourage DRE's to continue planning and implementing basic and life-long formation for their catechists through courses made available through the St. Francis de Sales Catechists formation program and the St. Junipero Serra Institute as well as other approved Diocesan Catechists Formation Programs.
- Promote the Catechetical Theme of the year recommended by the USCCB office and assist DRE's in implementing the materials offered.
- Provide an updated diocesan DRE manual for all parish DRE's to have for reference and as a diocesan resource guide for their ministry.
- Assist in the implementation of the Diocesan Sacramental Guidelines in Spanish and English, offering training and formation when requested.
- Visit parish programs of religious education; to inform the directors and coordinators of children's catechesis about resources and programming alternatives in Spanish and in English.
- Hold regional Deanery meetings in the Diocese throughout the year.
- Collaborate with publishers to provide approved and updated Catechetical resources for parishes to improve their catechetical instruction.
- Assist parish catechetical leaders to assess their particular needs, conduct workshops, correct problems, and build on strengths.
- Consult and collaborate with other diocesan departments to provide comprehensive programming to integrate the Catechetical mission with the mission of the Church.
- Maintain ongoing communication between catechetical leaders achieved through a quarterly newsletter, frequent emails, and regular mail outs for those not on e-mail, phone contacts and information on the website.
- Collaborate in the Diocesan Planning Committee for the V Encuentro and other Diocesan wide efforts.
- Collaborate with the different diocesan offices, such as the Permanent Deacon in Formation, Vocations, Adolescent, Youth and young adults, St. Junipero Serra Institute, St. Francis de Sales, and Hispanic Ministry, by giving classes, retreats, talks etc and in preparing for diocesan events and initiatives.
- Member of the Texas Catholic Conference of Religious Education and meet twice yearly with diocesan peers throughout the state for the purposes of collaboration and lobbying.
- Maintain up to date the Diocesan Web Page for Children's Catechesis.
- Prepare, maintain and administer the program budget.

## **Qualifications**

### **Required Knowledge and Skills:**

- Background in theology, catechesis and administration.
- Familiarity with Catechesis and Inculturation methods and applications.
- Excellent communication/presentation skills combined with knowledge of Catechetical methodology, pedagogy in accordance with all Magisterial Documents on Catechesis.
- Computer literacy.
- Bi-lingual fluency in speaking, reading, and writing English and Spanish.
- Familiarity with catechetical resources for children and for training of catechists.
- Organizational, facilitation, research and process skills.

**Educational Level Required:**

- An advanced degree in Catechetics, Theology or Religious Education.
- Have pastoral experience in teaching and administration in Catholic schools and/or in parish religious education programs as a catechist and DRE/CRE.
- Advanced knowledge of Catechetical Documents i.e. Catechism of the Catholic Church, Catechesis In Our Time, General Director for Catechesis, Evangelization in the Modern World.

**Working Conditions:**

- Ability to drive to and from meetings during the day time or night
- Physical strength and dexterity to do room set-up, carrying books, packages, boxes, supplies of 45 pounds or less.

**Signatures:**

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Employee

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Supervisor

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Date