



DIRECTOR OF RELIGIOUS EDUCATION

Position Description

Updated on February 9, 2017

Employment Information

Employment Date	Full Time Employment Category	Exempt FLSA Classification
Semi-Monthly Pay Frequency	Varied Schedule Scheduled work week	

Job Information

02/07/2017 Job Date	Director of Religious Education Job Title	Catechetical Program Name
St. Peter the Apostle Entity Name	Rev. Manuel Holguin Supervisor	

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the Director of Religious Education are:

The Director of Religious Education administrates a parish catechetical program and provides leadership to assist the parish community in building a solid foundation of catechetical ministry.

Job Duties

- A. Administrative Duties
 1. Organizes, schedules & oversees religious education programs for pre-school thru 12th grade.
 2. Prepares and schedules sacramental programs and worship services for students and parents.
 3. Orders textbooks, teaching materials and resources for the program.
 4. Prepares an annual budget for the Pastor and monthly financial updates.
 5. Prepares a yearly calendar; presents to the pastor for approval by the May meeting.
 6. Reports monthly to the Pastor.
 7. Supports and endorses diocesan and parish board policies.
 8. Revises RE and Catechist Handbooks as needed and presents to Board at May meeting
- B. Supervisory
 1. Provides support and supervision for the Assistant Coordinators of Religious Education (Children and Youth, RCIA, Adults).
 2. Provides support and supervision for stipend personnel to include:

- a. Directors of Vacation Bible School
 - 3. Assists the Assistant Coordinators in recruiting volunteer catechists, office assistants, and hall monitors for the programs and appropriate in-service training and formation for them.
 - 4. Identifies and supports the training for catechists at each grade level.
 - 5. Counsels, advises, & visits with students, parents & teachers when classroom problems arise.
 - 6. Provides resources and supervises RCIA process.
 - 7. Provides resources and programs for Adult formation
- C. Spirituality and Prayer Leadership
- 1. Prepares and presides at para-liturgical celebrations for students.
 - 2. Coordinates and plans with pastor sacramental rites for RE students.
- D. Staff Responsibilities
- 1. Works with Assistant Coordinators to integrate the total parish religious education program.
 - 2. Meets regularly with parish staff for planning and coordination of parish programs.
 - 3. Works with Youth Minister to coordinate RE/Youth ministry activities RCIA and Adult Programs.
 - 4. Coordinates with School Principal on availability of school facilities.
- E. Responsibility for Quantifiable Measures
- 1. The Director of Religious Education is responsible for submitting/overseeing annual RE budget
 - 2. The Director of Religious Education supervises CRE, Youth Minister, RCIA and Adult programs staff and volunteers.

Qualifications

- A. Skills, Knowledge and/or abilities
 - 1. Demonstrates capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills.
 - 2. Participates in ongoing formation and educational opportunities to keep current on trends in catechetical ministry.
 - 3. Must be an active member, in good standing, of the Roman Catholic Church
- B. Education, Training and/or Experience
 - 1. BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
 - 3. Proven participation and continuing updating of the Safe Environment Program sponsored through the diocese.

Working Conditions:

This position entails frequent evening and weekend work.

Signatures:

Employee

Supervisor

Date