

# **Director of Religious Education/Faith Formation**

## **Job Description**

The Director of Religious Education working under the direction and authority of the Pastor is responsible for the administration of catechetical activities as specified by the Pastor for \_\_\_\_\_.

### **Essential functions of the Director of Catechist Formation and Children's Catechesis are:**

1. The Director of Religious Education oversees, implements, and facilitates Catechetical programs for \_\_\_\_\_.
2. The Director will be responsible for administration of all Sacramental Preparation Guidelines, Elementary Religious Education Guidelines, and oversee RCIA for Adults and Children.
3. The Director will provide Bi-lingual Catechetical training (if-applicable) and up-to-date resources and formation for all catechists. The Director will exercise the ability to foster the New Evangelization with the intent of forming intentional disciples through the use of systematic approach to the faith.

### **Job Duties & Responsibilities:**

- Support the Mission of the Church in the areas of Evangelization and Catechesis through the directives set forth by the Pastor and the Diocesan Bishop through the Diocesan Department of Catechesis.
- Support, inform and guide all parish catechists in the areas of catechesis, doctrinal formation, liturgical formation and pastoral formation.
- Direct annual parish in-services for all catechists.
- Assist and encourage catechists to continue planning and implementing basic and life-long formation for their catechists through courses made available through the St. Frances De Sales Catechist Formation Program and other approved Diocesan Catechist Formation Programs;
- Promote the Catechetical Theme of the year as recommended by the USCCB (Catechetical Sunday).
- Maintain and update the Parish Religious Education Handbook.
- Implement Diocesan Sacramental Guidelines in Spanish and English, offering training and formation when requested.
- Assist parish catechetical leaders (volunteers) to assess their particular needs, conduct workshops, correct problems, and build on strengths;
- Consult and collaborate with other parish staff to provide comprehensive programming to integrate the Catechetical mission of the Church within the Parish community.
- Maintain ongoing communication between parish catechetical leaders and volunteers achieved through a quarterly newsletter, frequent emails, and regular mail outs for those not on e-mail, phone contacts and information on the website;
- Maintain up to date the Parish Web Page for all Parish Religious Education activities.

- Oversee the administration, implementation and formation of the Rite of Christian Initiation of Adults and for Children.
- Prepare, maintain and administer the program budget in collaboration with the Business Manager.
- Have monthly staff meetings with the Pastor and provide monthly progress reports.
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- Work with the staff at Holy Trinity Mission to assist them with their overall catechetical needs.

**Qualifications:**

- Practicing Catholic, in good standing, participating in a parish;
- Knowledge of the Roman Catholic Church and, specifically, the workings of the Diocese of Fort Worth; and,
- Must have a valid driver's license and the ability to use one's own vehicle and company vehicles for business travel.

**Required Knowledge and Skills:**

- Background in Evangelization and Catechesis especially in the areas of catechetical methods and content, curriculum development, sound understanding of Church Doctrine and administration;
- Must be familiar with and understand the nature of the Kerygma and how it serves as a vital component in catechist formation and intentional discipleship;
- Familiarity with Catechesis and Inculturation methods and applications;
- Working knowledge of key Magisterial documents in Catechesis e.g. General Directory for Catechesis, Catechesis In Our Time, the Rites of the Church, Evangelization in the Modern World, Catechism of the Catholic Church etc.;
- 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; (if applicable)
- Familiarity with catechetical resources for children and for training of catechists; and,
- Organizational, facilitation, research and process skills.

**Educational Level Required:**

- An advanced degree in Catechetics, Theology or Religious Education from an approved Catholic Institution.
- Have Catechetical, Liturgical and Pastoral experience in teaching and administration in multiple catechetical settings.
- 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 various locations during the day and at
- Ability to attend evening and weekend meetings as
- Ability to lift up to 45 pounds
- Physical strength and dexterity to do room set-up, carrying books, packages, boxes, supplies.