



Resurrection Catholic Church

Director of Religious Education

Job Description

Under the general direction of the Pastor, the primary responsibility of the Director of Religious Education is the administration and coordination of the Parish Religious Education Program for children grades 1-8 and for the children's Sunday Liturgy Program (ages 4-9). Additionally, the Director will administer and coordinate any summer religious education programs associated with the Parish Religious Education Program.

JOB TITLE: Director of Religious Education

REPORTS TO: Pastor

SUPERVISORY DUTIES: None

EMPLOYMENT STATUS: Non-Exempt

REGULAR SCHEDULE: 30-40 hours per week; some evenings, weekends, and holidays

PAY RATE: Commensurate with Experience

BENEFITS: Medical, Dental, Vision, Life Insurance, Paid Vacation and Sick Accrual, Holiday Pay, Bereavement Leave, 403b, 5.5% Employer Pension Contribution after 12 months of service

Essential Duties

- Coordinate and administer the Parish Religious Education Program and the Sunday Liturgy Program for Children (ages 4-9). Included with this responsibility is the coordination of the sacramental preparation of school-aged candidates for First Reconciliation, First Holy Communion and Confirmation; and facilitate Baptism of children ages 7 – 17.
- Develop goals and objectives for the catechetical program (both those attending class and those choosing to be home-schooled), and the Sunday Liturgy Program for Children (ages 4-9).
- Implement curriculum in accordance with guidelines issued by the Diocese of Santa Rosa, Office of Religious Education.
- Select appropriate instructional materials.
- Recruit, train, supervise, and evaluate catechists, catechetical assistants, and volunteers. This includes maintaining a resource center.
- Ensure catechists obtain Basic Catechist Certification according to the policy set by the Diocesan Office of Religious Education.
- Produce and, as needed, update the Parent/Student Handbook.
- Develop Academic Year Calendar for approval.
- Plan and implement Sacrament Programs, including retreats and service projects, for those receiving First Reconciliation, First Eucharist and Confirmation.
- Provide sacramental meetings for parents of school-aged candidates for the sacraments for First Reconciliation, First Holy Communion and Confirmation.
- Coordinate the Presentation of school-aged sacramental candidates at a Sunday Mass (e.g. Rite of Enrollment).
- Coordinate/prepare Special Masses that include active participation of Parish Religious Education children and their families (e.g. Thanksgiving Day Mass).

- Coordinate/prepare the celebration of First Reconciliation, First Holy Communion and Confirmation.
- Coordinate/schedule/prepare the celebration of Lenten Reconciliation Services with the opportunity for individual confessions for the Parish Religious Education children.
- Ensure that administrative records/tasks are completed accurately and on a timely basis.
- Ensure payment of all fees and accurate recording of same.
- Provide accurate and timely reports as required.
- Prepare the budget for the operation of the program and submit year-end financial report.
- Coordinate and implement fund raising projects for extra-curricular activities (e.g. catechists' retreat, workshops, or other faith and/or professional development opportunities)
- Follow parish's established financial procedures.
- Adjust program components (space, time, materials, etc.) as needed.
- Provide other assistance and support as needed.
- Participate in diocesan sponsored events such as the Annual Religious Education Congress and Retreats.
- Other relevant duties as assigned.

Additional Administrative Responsibilities

- Design, develop and maintain summer education programs for the children associated with the Parish Religious Education Program [new].
- Provide access, inclusion and support for children with special learning needs.
- Coordinate the initiation process and sacramental preparation for unbaptized children, and/or children baptized validly in another ecclesial community, with the pastor and/or parish coordinator of the Order of Christian Initiation of Adults (formerly RCIA).
- Coordinate and work with clergy and the OCIA (RCIA) director to organize and administer the Order of Christian Initiation for Adults (for ages 7-17) as needed.
- Ensure, in coordination with the Safe Environment Coordinator (SEC), that the Safe Environment requirements, policies, and mandates for Parish Religious Education Programs as set by the Office for Child and Youth Protection and the Office of Religious Education, Diocese of Santa Rosa are implemented and maintained.
- Implement Circle of Grace (Safe Environment) lessons for all children in the Parish Religious Education Program (grades 1-8) and submit records of attendance to SEC as requested.

Knowledge, Skills, and Abilities

- Active member, in good standing, of the Roman Catholic Church.
- Bachelor's degree in Theology or related field, or have a Master Catechist Certificate, or have a Basic Catechist Certificate and working toward a Master Catechist Certificate.
- Experience as a parish catechist or related teaching experience preferred.
- Bilingual in English and Spanish preferred.
- Exhibit proficient computer skills and internet skills in order to: maintain databases, do word processing tasks, use multimedia formats, provide online learning opportunities, use innovative communication protocols (e.g. Talking Points), follow internet copyright laws, etc.
- Exhibit appropriate and friendly communication skills.
- Able to maintain confidentiality in all matters.
- Able to organize work effectively and to set priorities.

- Function in a manner consistent with the mission of the Catholic Church.
- Strong communication skills both verbal and written.
- Some travel may be required in order to meet the objectives of this position.

Essential Physical Functions

- This position requires ability to sit or stand up to 8 hours per day with frequent walking, bending, squatting, sitting, and/or using a step ladder on your shift.
- Use of mouse and keyboards; sustained frequent movement of the fingers, wrists, hands, and arms.
- Prolonged, strenuous physical activity of heavy lifting, pushing, pulling, moving, and packing objects up to 50 pounds.
- Required to lift up to 50 pounds to a height of 4 – 5 feet, carry 50 pounds up to 20 feet, and/or carry 50 pounds climbing up a step ladder.

This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

Review/Approval:

Pastor's Approval _____ **Date** _____

Employee signature _____ **Date** _____

(My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my Pastor or a Human Resources Department representative.)