

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. Teresa of Avila	POSITION STATUS:	Full Time
POSITION:	Religious Education Coordinator	SCHEDULE:	40 hours
CATEGORY:	Non Exempt		

SUPERVISOR: Business Manager/Pastor

JOB SUMMARY: Coordinates Religious Education and other religious activities in the parish under the supervision of the Business Manager/Pastor.

ESSENTIAL FUNCTIONS: Maintains programs which meet the needs of various segments of the parish community under the guidance of the Pastor.

1. Responsible for scheduling catechetical staff, maintaining and communicating lists of volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
2. Schedules and adjusts program components including but not limited to: location for program, class times, and materials needed.
3. Coordinates RE volunteers and prepares the RE volunteer schedules for the parish.
4. Works within the budget allocated for the operation of the various programs.
5. Coordinate RE volunteer programs. Supervise RE volunteers as needed for parish projects and liturgical activities approved by and under the supervision of the Pastor. Volunteer candidates for RE and RCIA programs must be submitted to Pastor for approval.
6. Responsible for opening and closing the church and set up for Masses or Communion services relating to religious education programs.
8. Responsible for coordination of special liturgical celebrations.
10. Other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: The Coordinator of Religious Education is expected to have one or more of the following:

1. BA in Theology/Religious Education or a related field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.

2. BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
3. BA/BS in an unrelated field or no college degree with twenty-four (24) semester credits in Theology and Catechetics and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
4. The Coordinator of Religious Education is expected to have a minimum of three years of teaching experience in a Catholic school or equivalent and one year of administrative experience (paid or volunteer).

Skills / Knowledge: The Coordinator of Religious Education is expected to be proficient in: Theology; Program Coordination; Coordination of Catechist Development; Communication; Building Collaborative Relationships; Administration. The Coordinator of Religious Education is expected to be a practicing Catholic.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE