

Diocese of Sacramento
JOB DESCRIPTION

PARISH: St. Joseph, Vacaville

POSITION: Religious Education Coordinator (CRE) / Youth & Young Adult Ministry Coordinator

SCHEDULE: 35 hours/week/ Full time

JOB SUMMARY: Designs, develops, directs, administers and evaluates a total parish catechetical program and provides leadership to assist a parish community in building a solid foundation for a solid catholic faith life and its practices, catholic spirituality, ministry and outreach. Is also responsible for overseeing a parish-based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites and enables youth and Young adults to serve the Lord. Develops close communication with and mutual support from families of youth and collaborates with other community leadership in the parish and parish organizations.

Position Content

A. Major position responsibilities and regular activities.

1. Designs and implements catechetical programs which support lifelong learning by leading the program.

- Conducts need assessments in the parish.
- Integrates insights from current catechetical literature into program planning.
- Develops goals, objectives, and strategies for the total religious education program.
- Articulates a vision/direction for the parish catechetical program.
- Pursues further education and professional development.
- Works within program budget.

2. Develops a coordinated approach toward total parish religious education, i.e. faith development through catechesis on all levels.

- Designs catechetical programs which meet the needs of the parish community.
- Recruits, trains, supervises, and evaluates catechists and support staff.
- Maintains relationship with pastor, other parish staff members, catechetical staff and Diocesan Office of Religious Education.
- Develops individualized programs for parishioners with special religious education needs.
- Shares responsibility with other staff members for building maintenance, improvement, space design.

3. Directs the implementation and on-going management of the total parish

religious education program.

- Identifies and enables leadership within the community to take responsibility for program components.
- Adjusts program components (space, time, materials, human, and physical resources) as needed.
- Creates and monitors a budget (income and revenue allocation) for the operation of programs.
- Obtains resources (AV, parish, library, textbooks, liturgy materials) which complement the religious education efforts in the parish.
- Negotiates for space and other physical environment requirements.
- Coordinates liturgical/ sacramental functions and varied prayer experience.
- Communicates with participants, parents, parish-at-large to keep them informed of religious education efforts.

4. Evaluates the religious education programs of the total parish in relation to the goals, objectives and strategies.

- Conducts program evaluation at all levels (catechetical staff, participants).
- Collates evaluation information and gives feedback to appropriate groups (education commission, parish staff, program participants, etc.).
- Adjusts religious education programs in relation to parish feedback and current professional literature.
- Meets with coordinators of programs to elicit further information regarding evaluation and future planning.

5. Responsible for the following programs:

- Elementary Parish School of Religion (CCD)
- High School/Youth Religious Education Program
- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation)
- Special Religious Education Programs

6. Any task related to the job:

- Serves as liaison to pastor, parish staff, and parish council.
- Ensures compliance of youth programs with Safe Environment and other diocesan policies.
- Contributes to parish social media and web presence.
- In collaboration with Youth and Young adult ministries oversees the smooth functioning of those ministries.

Any task related to the job that the pastor/parochial administrator may request

Working Environment

This position entails frequent evening and weekend work.

MINIMUM QUALIFICATIONS:

Education: The Director of Religious Education is expected to have one of the following:

1. MA in Theology/Religious Education or a related theological field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
2. MA in Education or Educational Administration with twenty-four (24) semester credits in Theology and Catechetics.
3. MA in an unrelated field 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.

Experience: The Coordinator of Religious Education is expected to have a minimum of three years teaching experience in a Catholic school or equivalent and at least one Year of paid administrative experience.

Skills/Knowledge: The Coordinator of Religious Education is expected to have Capabilities in:
Theology
Program Development
Catechist Development Education
Communication and Relationship
Administration and Management

I understand and agree to the job description provided.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____
