

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b>	<b>St Joseph Auburn</b>	<b>POSITION STATUS:</b>	<b>P/T 16 Hrs Per Wk</b>
<b>POSITION:</b>	<b>Director of Religious Education (DRE)</b>	<b>SCHEDULE:</b>	<b>Various</b>
<b>CATEGORY:</b>	<b>Exempt</b>		

**SUPERVISOR:** Fr Carlo Tejano

**JOB SUMMARY:** The Director of Religious Education administrates (designs, develops, directs, and evaluates) a total parish catechetical program and provides leadership to assist a parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach.

**ESSENTIAL FUNCTIONS:** Develops and maintains programs which meet the needs of various segments of the parish community under the guidance of the Fr Carlo Tejano. Has knowledge in Catechism of the Good Shepherd Program.

1. Designs catechetical programs which support lifelong learning into program planning.
  - Conducts needs 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.
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/hires, trains, supervises, and evaluates catechists and support staff.
  - Maintains relationship with pastor, other parish staff members, commission, catechetical staff and Diocesan Office of Religious Education.
  - Develops individualized programs for parishioners with special religious education needs.
  - Is responsible for the maintenance of a parish library.
  - Is responsible for the acquisition and maintenance of AV equipment.
  - 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 (parish staff, 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. Other duties may be required, as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** Master’s Degree or BA or Certification from Diocese in Religious 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 Director 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 Director of Religious Education is expected to be proficient in: Theology; Program Coordination; Coordination of Catechist Development; Communication; Building Collaborative Relationships; Administration. The Director of Religious Education is expected to be a practicing Catholic.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE