

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. Maria Goretti, Elk Grove	POSITION STATUS:	P/T
POSITION:	Religious Education Coordinator	SCHEDULE:	30 hrs/week
CATEGORY:	Non-Exempt	SALARY:	\$23-\$25/hour

SUPERVISOR: Pastor

JOB SUMMARY: The Religious Education Coordinator develops and manages parish religious education programs for children and adults such as Catholic Faith Formation (CFF) for grades 1 to 8, including First Eucharist and Confirmation programs; Rite of Christian Initiation of Adults (RCIA); RCIA adapted for children (RCIA-C); and preparatory classes for parents and godparents having their infant/child baptized.

ESSENTIAL FUNCTIONS:

Program Coordination

1. Develops registration forms, manages enrollment, and maintains accurate student records of attendance and registration fees.
2. Working with the Pastor, ensures that the curriculum at each level meets the needs of the parish and complies with Diocese standards for religious education. Advises and counsels parents and guardians on the church's teachings and other requirements for sacrament preparation and selecting godparents or sponsors. Provides for individualized instruction for those with special needs.
3. Ensures that sacramental recording and issuance of certificates is done in accordance with Diocese standards.
4. Help develop and works within annual budgets, orders materials and supplies, and assists in developing fundraising ideas.
5. Schedules classes, meetings, special events, and liturgies in coordination with other parish activities and the pastor's schedule.
6. Develops and facilitates parent workshops, Confirmation retreats, Vacation Bible School, and other faith enrichment programs for the parish.

Volunteer Coordination

1. Recruits, schedules, and supports volunteer catechists for CFF, RCIA and pre-baptism classes.
2. Provides for annual orientation and meetings throughout the year for catechists at all levels. Encourages catechetical development of volunteers related to their personal faith and their abilities to facilitate, guide and lead others on their faith journey.

3. Ensures that volunteers working with children are in compliance with Diocese requirements for Safe Environment.

Other

1. Consults with Pastor and prepares materials for Rites taking place within Mass (such as for RCIA) as well as for stand-alone Sacramental Liturgies (First Communion Mass, Confirmation).
2. Coordinates closely with the director of The Grove Youth Ministry to provide middle school and high school faith formation.
3. Maintains engagement with the Diocese Office of Faith Formation and cultivates relationships with RE coordinators of nearby parishes. Attends Cluster meetings; participates in workshops and conferences for continuing education in religious education.
4. Sets a work schedule that allows for office hours during regular business hours as well as personal presence at evening and weekend classes, workshops and liturgies.
5. Keeps parish staff, program participants, and all parishioners regularly informed of upcoming activities and events using a variety of resources such as newsletters, emails, flyers, bulletin board displays, parish bulletin announcements, and website or social media posts.

MINIMUM QUALIFICATIONS:

Education: BA/BS in a field of study related to education or theology

Skills / Knowledge: The Coordinator of Religious Education is expected to be a practicing Catholic with knowledge and understanding of the Catholic Church and at least 24 college-level semester credits in Theology, Catechetics and Scripture if degree is in an unrelated field.

Must be proficient in using standard office technology, including Microsoft Office Suite applications, and must be proficient in or have the ability to master the ParishSoft database system. Must have outstanding organizational skills, the ability to maintain strict confidentiality, a professional temperament and appearance, the ability to communicate clearly both orally and in written form using correct spelling, grammar and punctuation, and the ability to work with and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Must be able to work in a team-oriented environment, handle multiple assignments concurrently, and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE