

SACRED HEART PARISH
Job Description

NAME:

DATE: August 1, 2022

JOB TITLE: Director of Religious Education

SUPERVISOR: Pastor

STATUS: Part-Time 2, Hourly, Non-Exempt

I. GENERAL DESCRIPTION

The Director of Religious Education (DRE) is responsible for developing and coordinating the parish religious education program for children K-6th grade. This person will minister as part of a team with adult volunteers, parents, and other staff members of Sacred Heart Parish.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and coordinate the parish religious education program for children K-6. Work with teachers to plan lessons.
- Develop and coordinate sacrament preparation programs for First Reconciliation and First Communion in partnership with parents and guardians.
- Develop and implement summer VBS program for children.
- Develop and implement Sunday School program for children during mass time.
- Recruit, train and supervise catechists for all children programs.
- Ensure that required youth protection programs are completed (Virtus training).
- Promote a sense of collaboration and teamwork with staff members.
- Attend staff meetings once every two weeks.
- Responsible for Religious Education budget administration and monitoring of costs.
- Other responsibilities as assigned by the pastor.

III. ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

- The DRE is directly accountable to and evaluated by the pastor.
- Works collaboratively with staff, parents, volunteers, diocesan representatives, and the pastor.

IV. WORKING CONDITIONS

- This position is part-time (19 hours a week or less) with statutory benefits, and requires flexibility in working hours, including some nights and weekends.
- Work is performed primarily in a classroom or church setting. Employee is required to do computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 35 lbs.

V. QUALIFICATIONS AND SKILLS

- Practicing Roman Catholic, knowledge of our religion and our faith.
- Previous teaching experience and/or ability to share the Catholic faith with youth.
- Organizational skills, including time management, planning and budgeting.
- Demonstrated ability to plan and coordinate events/activities, especially those with youth.
- Ability to communicate effectively, both orally and in writing.
- Ability to work well with others.
- Excellent computer skills.
- Ability to maintain confidentiality.
- Candidates should possess a bachelor's degree in a related field.