

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Rose

POSITION: Parish English Religious Education Coordinator (St. Rose) & Campus Minister (SPA)

CATEGORY: Exempt

POSITION STATUS: F/T

SUPERVISOR: Pastor of St. Rose and Principal of SPA

JOB SUMMARY: Under the supervision of the pastor and principal, the person holding this position shall create an environment which encourages parish members and school families to contribute to the enrichment of the formation of faith in the parish and school communities.

At the parish level, this individual is charged with the overall direction of the parish's Religious Education and RCIA programs, as well as other initiatives as may be directed by the pastor. This shall include working with the pastor in setting policy, planning the catechetical programs, recruiting catechists, and being responsible for the operation of all such programs.

At the school level, and under the supervision of the principal, the campus minister helps create an environment which encourages and guides all members to contribute to the Catholic identity of the campus and the formation of a faith community which responds to the spiritual needs of the students, staff and parents. In collaboration with administration, staff and students, the campus minister brings to life a campus rich in the school's charism, spiritual growth, prayer, sacramental experiences, social justice and preparation of leaders in service for the Church and society.

ESSENTIAL FUNCTIONS:

1. Parish Formation:

- Directs the recruiting, training, and assigning sufficient number of teachers, subs, helpers for the classrooms
- Coordinates the commissioning ceremony for teachers on Catechetical Sunday
- Organizes the yearly schedule for Religious Education Program
- Conducts Religious Education Registration prior to a new school year
- Selects texts and other educational materials needed for sacramental preparation
- Provides special "Catch-Up" classes for children in grades over 3rd grade who have not been baptized or prepared for other sacraments
- Organizes parent meetings for those who have children receiving Reconciliation, Eucharist and Confirmation (every year)
- Coordinates and organizes the liturgical sacrament celebrations for Reconciliation, Eucharist and Confirmation (every year)
- Enters sacraments received through the Religious Education Program in the church Sacramental Registers
- Coordinates and organizes the Rite of Welcome and Rite of Enrollment (Confirmation candidates)

- Serves as the resource person for gathering and sharing information and materials with catechists and staff
- Provides communication between the Religious Education office and parents through parent meetings, phone calls, emails, church bulletins, etc.
- Coordinates and organizes the RCIA (Rite of Christian Initiation of Adults) program.
- Provides classrooms with needed texts, supplies, materials, etc. at the start of the new year
- Attends monthly staff meetings

2. Campus Formation:

- Serves as a liaison between St. Patrick Academy and St. Rose Parish
- Develops and nurtures community relations through community outreach programs
- Spiritual Life
 - In collaboration with staff, coordinates all masses and liturgical services
 - Provides materials for Power Point presentations for liturgies
 - Responsible for Spiritual information in PRIDE (bimonthly)
- Art and Environment
 - Responsible for all ministry correspondence
 - Responsible for bulletin boards or displays in office (periodically)
 - Organizes and secures community outreach for Back To School BBQ and STREAM Night

3. Christian Formation:

- School retreat programs – plans and organizes retreats for all grades (K-8) during Advent and Lent as well 8th grade retreat during Palm Sunday weekend
- In collaboration with 2nd and 8th grade theology teachers, plans, organizes and prepares parent sacramental classes for Reconciliation, Eucharist and Confirmation

4. Other Responsibilities as designated by the pastor or principal:

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree with teaching credentials or working towards

Experience: Professional classroom experience greatly preferred.

Skills / Knowledge:

- Practicing Catholic
- Willing to continue in areas of Theology and ministry to adolescents through courses and/or workshops/in-services
- Desire to work and relate to young people
- Willing to work in a team at the school and with the Religious Education Spanish program coordinator
- Experience in community relations and developing community outreach programs
- Able to work mornings at the school and evenings at the church and weekends
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification
- Demonstrates excellent written and verbal communication skills

- Displays proficiency in Microsoft Word, Excel, and computerized software
- Demonstrates good organization with money and keeping files
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE