

Diocese of Sacramento
JOB DESCRIPTION

PARISH: St. Joseph, Vacaville

POSITION: Religious Education Director (DRE)

CLASSIFICATION: Non-Exempt

SCHEDULE: 35 hours/week

SUPERVISOR: Pastor

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.

Position Content

Major position responsibilities and regular activities:

1. Designs catechetical programs which support lifelong learning.
 - 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.
 - 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, volunteers, catechetical staff and Diocesan Office of Evangelization and Catechesis.
 - 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, library, textbooks, liturgy materials) which complement the religious education efforts in the parish.
 - Negotiates for space and other physical environment requirements.
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- 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 (diocesan departments, 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-High School Religious Education Program (Faith Formation)
- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation)
- Special Religious Education Programs

6. 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 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 have capabilities in:

- Theology
- Program Development
- Catechist Development
- Education
- Communication and Relationships
- Administration and Management

I understand and agree to the job description provided.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____