

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. James, Davis	POSITION STATUS:	Full-Time
POSITION:	Religious Education Coordinator	CATEGORY:	Non-Exempt

SUPERVISOR: Pastor

JOB SUMMARY: Coordinates Religious Education and other religious activities in the parish under the supervision of the Pastor.

ESSENTIAL FUNCTIONS:

1. Develop & maintain programs which meet the needs of various segments of the parish community under the guidance of the Pastor. Incorporate a youth program as part of the faith journey of young people in the parish.
2. Responsible for scheduling catechetical staff, maintaining and communicating lists volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
3. Schedules and adjusts program components including but not limited to: location for program, class times, & materials needed.
4. Coordinates volunteers & prepares the volunteer schedules for the parish.
5. Works within the budget allocated for the operation of various programs.
6. Coordinate volunteer programs. Supervise volunteers as needed for parish projects & liturgical activities approved by and under the supervision of the Pastor.
7. Volunteer candidates for CFF (Children's Faith Formation) & RCIA program, must be submitted to Pastor for approval.
8. Responsible for coordination & special liturgical celebrations.
9. Other duties may be required or needed.

MINIMUM QUALIFICATIONS:

- BA in theology/Religious Education or a related field.
- Expected to have some experience in teaching & administration (paid or volunteer).

Skills / Knowledge: The Coordinator of Religious Education is expected to be proficient in: Theology; Program Coordination; Coordination of Catechist Development; Communication; Building Collaborative Relationships; Administration. The Coordinator of Religious Education is expected to be a practicing Catholic.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE