

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St John the Baptist	POSITION STATUS:	Full-time
POSITION:	Religious Education Coordinator	SCHEDULE:	30 hours a week
CATEGORY:	Non-Exempt		

SUPERVISOR: Pastor

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

ESSENTIAL FUNCTIONS: Maintains programs which meet the needs of various segments of the parish community under the guidance of the pastor.

1. Recruit volunteers with approval of the pastor and oversee catechist formation as required by the diocese. Conducts ongoing education classes for catechesis development of teachers. Plan and conduct meetings for volunteer catechists.
2. Work with parish school principal in planning and coordinating the sacramental program.
2. Design catechetical programs to enhance the ongoing religious education of children and parents of students preparing for the sacraments.
3. Plan for religious education programs for parents and all interested adults during the time of the children's religious education classes.
4. Develop individualized programs for parishioners with special religious education needs working in conjunction with RCIA adapted for children and teens.
5. Maintains relationship with the pastor, parish staff members, catechists, and diocesan office of Religious Education.
7. Responsible for planning and coordination of special liturgical celebrations.
8. Selects, evaluates, and purchases religious education material as approved by the pastor.
9. Creates and monitors the budget for the religious education program.
10. Negotiates for space and other physical environment requirements.

11. Coordinates calendar needs with the office staff for liturgical and sacramental functions and various special devotions during the year.
12. Communicates with the participants, parents, and parish-at-large to keep them informed of religious education efforts.
13. Attends meetings concerning religious education at the diocesan and area levels and serve as liaison between the diocesan area programs and the parish.
14. Attend programs and retreats designed to help with continuing education for religious education as coordinator of religious education.
15. Ensure all safety requirements are met by all catechists as set by the diocese.
16. Other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: Basic Catechist Certificate/BA in related field preferred and previous experience

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

EMPLOYEE SIGNATURE

DATE

PASTOR SIGNATURE

DATE