

**Diocese of Sacramento
JOB DESCRIPTION**

PARISH: St. Joseph, Vacaville

POSITION STATUS: Full Time

POSITION: Religious Education Coordinator (CRE)

CLASSIFICATION: Non-Exempt

SCHEDULE: 30 hours/week

SUPERVISOR: Pastor/Business Manager

JOB SUMMARY: In consultation with and approval of the Pastor, the Religious Education Coordinator designs, develops, directs, administers and evaluates a total parish catechetical program and provides leadership to assist the parish community in building a solid foundation for a catholic faith life and its practices, catholic spirituality, ministry and outreach. Is also responsible for overseeing a parish-based pastoral ministry with youth by reaching out to all youth in the community, providing formal catechesis, inviting and enabling youth and young adults to serve the Lord. Develops close communication with and mutual support from families of youth and collaborates with other community leadership in the parish and parish organizations.

DUTIES AND RESPONSIBILITIES

1. Designs and implements 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.
 - Prepares faith formation program budget annually and 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 close relationship with pastor, other parish staff members, catechetical staff and Diocesan Office of Religious Education.
 - 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, parish, library, textbooks, liturgy materials) which complement the religious education efforts in the parish.
- Negotiates for space and other physical environment requirements.
- 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 (education commission, 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 Parish School of Religion Program (CCD)
- High School/Youth Religious Education Program
- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation)
- Special Religious Education Programs
- Supports RCIA program

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 Coordinator 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 Coordinator 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 Coordinator of Religious Education is expected to have capabilities in:

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