

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator of Religious Education	<b>Status:</b> Exempt
<b>Department:</b>	<b>Rank:</b>
<b>Supervisor's Title:</b> Pastor	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:** Administers (designs, develops, directs and evaluates) a total parish religious education program and provides leadership to assist the parish community in building a solid foundation for child and adult spirituality, Christian living ministry and outreach.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- Must be a practicing Catholic, a member in good standing of a Catholic parish within the Diocese of Green Bay, and be single, ordained, a professed religious or in a sacramental marriage and have a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service.
- Bachelor's degree in theology or related area.
- 2 years of religious education experience in a parish.
- 2 years of supervisory experience required.
- Position requires an understanding of catechetical processes as they pertain to youth, young adults and adults.

**Skills & Abilities**

- Must possess strong oral and written communication skills.
- Leadership and administrative skills, decision-making skills, program development skills, and interpersonal skills.
- Proficiency in Microsoft Office software, the internet, and all basic office equipment is required.
- Must have the ability to plan, organize, and meet deadlines.

- Must be able to communicate effectively with staff ,parish and school community as well as establish and maintain effective relationships.
- Must have ability to implement age appropriate instructional materials and methods of teaching.
- Must be able to handle multiple projects and priorities as required.

**Duties and Responsibilities:**

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
- Nourishes a personal spiritual life by:
  - Developing a personal prayer life in order to model a Catholic Christian life-style for catechists and students.
  - Attending yearly retreats and/or days of reflection.
- Promotes a Christian atmosphere in the religious education program by:
  - Providing leadership in the appreciation of life and the celebration of liturgies.
  - Promoting opportunities for the spiritual development of catechists and students.
  - Fostering the Christian values of justice, peace and service.
- Administers the religious education program by:
  - Visioning and establishing goals, objectives and strategies.
  - Recruiting, hiring, orienting and releasing catechetical personnel.
  - Providing in-services to catechists in theology, scripture, methodology and faith formation.
  - Supervising, affirming and evaluating catechetical personnel.
  - Developing and implementing policies and guidelines.
  - Assisting in the preparation and monitoring of the religious education budget.
  - Supervising the religious education office.
  - Supervising and scheduling facilities.
- Plans, develops and promotes quality catechesis for K-12, sacrament programs, youth ministry and adult formation by:
  - Identifying program needs.
  - Researching, selecting, developing and evaluating appropriate curricula.
  - Evaluating and procuring necessary resource materials.
  - Establishing procedures for effective catechesis based on program policies.
  - Overseeing liturgical and service dimensions of the program.
  - Providing appropriate environments for educational and spiritual growth.
- Promotes a Catholic environment where people can experience the Gospel message by:

- Encouraging the parents' role as primary educators of their children.
- Assessing student growth and communicating progress to parents/guardians.
- Developing discipline procedures based on policies that are consistent with justice and charity.
- Promotes and maintains strong catechetical relationships by:
  - Serving as an ex-officio member of the Board of Education/Education Committee.
  - Participating as a member of the Pastoral Team.
  - Serving as a religious education resource and consultant to school, parish groups and committees.
  - Providing opportunities for dialogue and communication with students, parents and parishioners.
  - Being present to people, ministering to their needs and making referrals when necessary.
- Establishes Public Relations/Communications within the program, parish and community by:
  - Fostering total education within the parish and community.
  - Communicating through bulletins, telephone and personal conferences, and catechist meetings.
  - Informing pastors and parish of activities, trends and issues.
  - Corresponding regularly with parents and students.
  - Maintaining a good relationship with the school staff.
  - Scheduling events with local school, parish and community calendars.
- Maintains personal competency to minister to the parish by:
  - Fulfilling all required certification and renewals.
  - Attending diocesan workshops and in-services.
  - Continuing education.
  - Actively participating as a member of professional organizations.
  - Scheduling time for professional reading.
  - Seeking opportunities for spiritual formation.
  - Cooperating with local and district religious education administrators.
- Assists in the general ministry of the parish by:
  - Performing duties and responsibilities as assigned by the pastor.
  - Cooperating with other team members.

## **ADA**

### **Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

**Typical Working Conditions:**

Person in this position will work in an inside office environment and classroom; would work alone at times and frequently with a group; normal hours would be XX hours per week, Monday through Friday Name Hours. Evening hours are required.

**Nature of Supervision Received:**

Receives minimal supervision. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

**Judgment Exercised/Decisions Made:**

Considerable judgment and independent decisions making is required. Decisions are moderately complex. Requires ability to thoroughly investigate, analyze, create and recommend the proper course of action. Judgment and tact must be used frequently.

**Financial Responsibility:**

Responsible for effective use of budgeted resources.

**Supervision Exercised/Number of Employees Supervised:**

Direct supervision – Name Positions

Signature \_\_\_\_\_ Date \_\_\_\_\_