

## **Saint Joseph the Worker Parish**

### **DIRECTOR OF RELIGIOUS EDUCATION/FAITH FORMATION/YOUTH MINISTRY JOB DESCRIPTION**

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**NAME:**

**DATE:**

**TITLE:** Director of Religious Education/Faith Formation

**SUPERVISOR:** Pastor/Parochial Administrator

**STATUS:** Non-exempt, Full-time, Hourly, Time Card required

**TIME REQUIREMENTS:** 40 hours per week

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#### **GENERAL DESCRIPTION:**

The Director of Faith Formation/Religious Education (DRE) is responsible for developing and implementing programs for K – 12<sup>th</sup> Grades and Adult Faith Formation. Duties are varied in nature and require initiative, good judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

#### **DUTIES AND RESPONSIBILITIES:**

- Plans and directs sessions for a specific area of religious education/faith formation.
- Invites, motivates and coordinates catechists.
- Provides opportunities for catechist formation according to diocesan policies.
- Publicizes faith formation activities and maintains parish website-religious education portion.
- Participates in the selection of texts and materials for specific areas.
- Prepares budget; monitors and evaluates the use of funds.
- Registers families and provides for family/parent meetings.
- Keeps records of participants and catechists.
- Facilitates VIRTUS records for all catechists and volunteers.

#### **Specific areas of Involvement:**

1. K-12<sup>th</sup> Grade Religious Education
  - a. Facilitate/Train yearly catechists for weekly classes.
  - b. Prepare registration forms and yearly schedule.
  - c. Order teaching materials.
  - d. Open/Close school and be available during instruction time.
  - e. Assist teachers with weekly teaching needs.
  - f. Teach class when necessary.
  - g. Assist Pastor in training new servers. Responsible for scheduling servers for weekday and weekend Liturgies.
2. Youth Ministry
  - a. Oversee Youth budget.
  - b. Organize fundraiser, fun trips and service projects.
  - c. Correspondence with parish families (e.g.: registration, media management, etc.)
  - d. Oversee planning of Senior Mass/Brunch.
  - e. Oversee Service Projects.
3. Sacrament Preparation
  - a. Facilitate/Train catechists for sacrament classes.
  - b. Plan parent meeting with pastor/parochial administrator.
  - c. Order teaching materials.

- d. Open/Close school and be available during sacramental prep classes.
- e. Plan sacrament liturgy with pastor/parochial administrator:
  - i. First Reconciliation (December)
  - ii. Confirmation (as scheduled by Bishop's Office)
  - iii. First Holy Communion (May)
  - iv. Baptisms as required.
- 4. Vacation Bible School
  - a. Directs yearly VBS (Collaborates with youth Ministry and Faith Formation Commission members).
  - b. Prepare registration materials.
  - c. Order and gathers all needed supplies.
  - d. Coordinates/Train volunteers (youth and adults).
  - e. Oversee day-to-day operations.
- 5. Adult Faith Formation
  - a. Plan and direct faith formation needs for adult parishioners.
  - b. Coordinate registration.
  - c. Order materials.

#### **COLLABORATIVE RELATIONSHIPS:**

- Supervised by the Pastor/Parochial Administrator.
- Works with the Pastor/Parochial Administrator and other parish/school team members, and other diocesan staff. Attends regular parish staff meetings.
- Parish staff liaison to the Faith Formation Commission and attends all meetings.
- Participates in diocesan activities and committees as determined by the Pastor/Parochial Administrator.

#### **WORKING CONDITIONS:**

- Work is performed primarily in a parish-classroom setting. Employee is required to do extensive computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs. Some evening and weekend work may be necessary (e.g., religious education classes, sacraments/liturgies, parish/school events).
- Travel is required (e.g., purchasing catechetical supplies, diocesan catechetical workshops/meetings, etc.).

#### **QUALIFICATIONS**

- Bachelor's Degree preferred
- General knowledge of the Catholic Church, Catholic sacraments, Catholic rites and liturgies.
- Principles of catechesis for specific age levels.
- Effective in working with parents/parishioners and parish/diocesan leaders; effective in working with volunteers.
- Ability to keep up with the dynamic pace of working with children and youth.
- Ability to work with others in a collaborative team environment; ability to support team programs, projects, and events.
- Good communication skills, both verbal and written and knowledge of office equipment.
- Ability to use computer and required software (MS-Word, Outlook, and Excel, etc.).

- Well organized in work habits: dependable, independent worker and self-starter; must be analytical, detail oriented, flexible and decisive.
- Ability to honor and maintain confidentiality in all matters.

### **JOB DESCRIPTION AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee

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Signature of Supervisor

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Date

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Date