

**Prince of Peace Parish of Linwood**  
**Job Description**

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**TITLE:** Director of Religious Education **Date:** April 2024  
**SUPERVISOR:** Pastor  
**STATUS:** Full-Time, Salary, Exempt *(Based on 40 hours per week)*

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**GENERAL DESCRIPTION**

The Director of Religious Education (DRE) is a full time, 12 months a year position. The DRE must be a practicing Catholic in good standing with the Church. Additionally, this is a person of prayer who is committed to the authentic teaching of the Catholic faith. The DRE is a professional catechetical leader who assists adults, adolescents and children of the parish in their faith formation. This includes Sacramental Preparation, OCIA, and normal religious education through adulthood.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversee the continuation and growth of the faith formation opportunities of the parish by providing religious education through quality program content.
- Offer a weekly religious education program to both children and adults in addition to providing appropriate preparations for sacramental candidates through RCIA and RCI.
- Provide instruction via live streaming or video recording to those who have requested it.
- Plan, organize, develop and implement weekly programs for children and adults, on site or via live stream, adhering to the Diocese of Saginaw mandates concerning health and safety limitations and protocols.
- Plan yearly calendar for Religious Education programs, working within a given budget to implement programs.
- Evaluate, determine and order books, materials and/or E-resources as needed.
- Coordinate and communicate with the Pastor, staff, and community at large as needed.
- Monitor attendance of programs; teach as needed.
- Other duties as may be assigned by the Pastor.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- The DRE reports directly to and is evaluated by the Pastor.
- The DRE works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators.
- Regular communication with parents and other parishioners; seeks input as appropriate.
- Regular communication with Diocesan Offices; adherence to diocesan policies, especially regarding Faith Formation and Child and Youth Protection

**QUALIFICATIONS & SKILLS**

**Education:** Four-year degree in religious studies, catechetics, theology or equivalent experience.

**Experience:** The candidate should ideally have at least three years' experience with a parish faith formation program. Experience with MS365, Zoom, and other E-platforms is required.

**Job Related Skills:** The ideal candidate is a flexible, energetic person of faith with a deep love of Jesus Christ and the Catholic Church, who can connect with parishioners and form them in discipleship and evangelization; must be a fully initiated Catholic in good standing; must be committed to taking part in ongoing formation conducted by the diocese, by approved online

classes, or in some other way. This person should demonstrate an understanding and support of official Catholic teaching, especially as presented in Vatican II documents and the Catechism of the Catholic Church.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language Skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Ability to keep up with the dynamic pace of working with parishioners according to their Faith Formation needs
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet; may involve occasional light lifting and moving (up to 15 lbs.)
- Valid Driver's License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

### **JOB DESCRIPTION REVIEW 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.

### **SIGNATURES**

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_