

St. Mary, Help of Christians Parish
Tiffin, OH

Position Description

Title: Director of Religious Education

Report: Direct report to Pastor

Status: Salary, exempt, full-time (40 hours per week)

Flexible/non-traditional work hours (some evenings and weekends required)

Health insurance, vision, dental, retirement and vacation benefits provided

General Description:

- Individual will actively work to implement the Pastor's vision of unleashing a culture of Faithful Prayer, Joyful Discipleship, and Loving Community within the Parish especially in regards to religious education.
- Coordinates and plans the Confraternity of Christian Doctrine (CCD) and the Rite of Christian Initiation of Adults (RCIA), evaluating program curricula and acting as parish resource person in methods and some areas of theology. Recruits, trains and supervises, catechists, plans and chairs meetings, schedules classes, orders materials and books and, in general, carries out program organizational details for the Pastor. Coordinates all CCD & RCIA liturgical celebrations.
- Acting liaison between teachers, parents and students with issues pertaining to religious education as well as working alongside other religious entities in our community.
- Coordinates Sunday Children's Liturgy of the Word.
- Coordinates summer Vacation Bible School each July for children in grades K thru 6.
- Periodically reviews and evaluates religious educational needs of the parish with the Pastor.
- Attends parish staff meetings, pastoral, deanery meetings and diocesan professional development events.
- Works with Business Manager to create and maintain yearly budget
- Provides a safe environment for all, working with the compliance officer to ensure all volunteers have proper training and background checks per diocesan guidelines.
- Maintains good communication with staff, volunteers and parish at large.
- Supports parish life by attending parish functions.

Qualifications:

- Practicing Catholic who has a sound working knowledge of the Catholic faith and Church hierarchy
- BA in Theology, Religious Education or related field
- Willing to keep current on ever changing trends
- Organized and works with attention to detail
- Highly proficient in digital tools and platforms
- Comfortable using Microsoft Word and Excel
- Must pass the required Child and Youth Protection program

To apply email cover letter, resume and any additional items to the parish business manager Dana Scherger at dscherger@stmarychurch.com by February 16, 2024.