

**St. Francis by the Sea Catholic Church on Hilton Head Island** is seeking a full-time Director of Religious Education (DRE). The ideal candidate possesses an intimate knowledge of the Catholic faith, is energetic, confident, self-motivated, has excellent communication skills, and is passionate about forming our children in our Catholic faith. This person reports directly to the pastor and is responsible for designing, articulating and implementing comprehensive religious education programs using the guidelines of the Diocese of Charleston, SC and the parish vision and mission that support the life-long learning of our parishioners. The DRE collaborates with the Pastor, Pastoral Associate, Parish Business Manager, and other members of parish staff. This person manages and oversees the planning, administration, budgeting, and record keeping of parish catechetical programs which includes Youth Ministry. In order to run an effective program candidate is responsible for managing recruitment, orientation, development, supervision, and evaluation of catechists and other catechetical personnel, and provides ongoing formation opportunities and spiritual development for catechists and catechetical personnel. The candidate must have the interpersonal skills necessary to work with a diverse group of parishioners and be able to collaborate and recruit catechists and to communicate the teachings of the Church. This position requires creativity and self-motivation. Coordination and collaboration with staff members and parishioners is crucial.

This individual must be open to working hours that involve evenings, weekends, and special events as necessary.

Candidates should have a degree in Theology (Masters preferred)/Education and or teaching/administrative experience in a faith formation program of 275 or larger. Deacons or members of Religious Orders are considered qualified applicants.

To apply for this position, please send updated resume and two letters of recommendation to St. Francis by the Sea Catholic Church 45 Beach City Rd, Hilton Head Island, SC 29926 Attention Mrs. Mitzi Weaver or email [mweaver@stfranchi.org](mailto:mweaver@stfranchi.org). A more detailed job description is available upon request. The application deadline is March 31<sup>st</sup>, 2018.

#### **General Duties and Responsibilities:**

- Plan and direct the religious education program for grades PRE-K through 8 (approximately 300 students) which includes the Middle School program for grades 6-8 done via Youth Group, a summer middle school program, sacrament preparation for First Reconciliation and First Eucharist, and Christian Initiation of Children. Diocesan Certification required within one year.
- Direct supervision of the Youth Minister who is responsible for Middle School faith formation, Confirmation preparation and Youth Ministry and High School Youth Ministry. Programs use Life Teen, Life Teed Edge and Ascension Press Chosen programs.
- Coordinates parish Safe Environment programs for children, parents, and volunteers in catechetical programs and other programs covered by Diocesan Safe Environment policy.
- Provides formation and education of catechists leading to certification.
- Prepares and submits an annual budget to the Parish Business Manager for consideration and approval. Budget considerations include the children's faith formation program, Youth Group and Adult Education
- Organizes and conducts Parent Meetings, as necessary.
- Reports statistics of parish programs annually as requested on the dioceses.
- Participates in monthly local deanery meetings, collaborates with other DREs in and outside the deanery, and attends diocesan faith formation days.
- Provides for individuals with special needs
- Coordinates Confirmation with other deanery parishes
- Provide supervision and development for the Youth Director and Religious Education Assistant  
Provide oversight on some non-religious education activities performed by the Religious Education

Assistant, e.g., Ministry Scheduling, copying for ministries, website, etc. and act as liaison between this person and those on staff and parishioners requesting support to avoid overload

- Provide oversight of Adult Formation programs, such as Bible Studies and Faith Alive
- Coordinate Parish missions and Penance Services for adults

### **Qualifications:**

- Fully initiated, participating member of the Roman Catholic Church.
- Possess a firm knowledge of "best practices" in Religious Education and catechesis.
- At least two years Catechetical Leadership experience in any Catholic diocese, parish, or school with 275 or more students participating.
- Possess a thorough knowledge of and commitment to the teachings, beliefs, and life of the Catholic Church.
- Ability to use proper catechetical and theological terms
- Excellent written, oral, and presentation skills.
- Ability to work with the varied gifts and talents of other staff members, catechists, parents, and students and maintain a teamwork mentality.
- Must be able to accommodate for a working schedule that includes evenings, weekends, and special events.
- Strong working knowledge of Microsoft: Word, Excel, Publisher, and PowerPoint and ability to learn parish administrative programs used in the position, e.g., Parish Soft and Minister Scheduler Pro.
- Successful completion of Safe Environment requirements mandated by the Diocese of Charleston to allow for engagement with youth.

### **Requirements and Preferences:**

**Education Required:** Undergrad Theology and Catechist Certification complete or in progress.

**Education Preferred:** BS or BA, with major in theology, education, pastoral studies, or relevant to position. Master's Degree in Religious Education, Theology, Pastoral Studies or other related field relevant to position. Advanced Certificate in Catechetical Leadership, Religious Education, or Youth Ministry from a Catholic Institution or diocese. Completion of Lay Ministry program, Diaconate program, or other extensive non-academic, formalized ministerial training.

**Experience Required:** At least two years Catechetical Leadership experience in any Catholic diocese, parish, or school with at least 275 students.

**Experience Preferred:** Previous work in the field of education, administration, management, program/level coordinator, training of volunteer catechists, youth ministers, and or other ministers. The Director of Religious Education will administer a parish wide catechetical program overseeing the Faith Formation of children and families. This full-time position will require evening and weekend hours.

**Proficiency in Spanish** as a second language a plus