

POSITION NAME: Coordinator of Religious Education	PARISH NAME: St. Pius X Church
REPORTS TO: Pastor, Director of Faith Formation, Faith Formation Commission	SCHEDULE: 11 months, 15 hours/week
CLASSIFICATION: Non-Exempt	EFFECTIVE DATE: July 1, 2018

**GENERAL STATEMENT OF DUTIES:** The Coordinator of Religious Education is responsible to oversee the parish's overall efforts to form and support parents in their role as the primary catechists of their children.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

**A. Coordinator of Religious Education Responsibilities:**

- a. Maintains communication with all families of children of catechetical age and adolescent youth.
- b. Ensures that resources for families with children of catechetical age and adolescent youth are provided.
- c. Ensures that opportunities for on-going faith formation for parents and catechists are provided.
- d. Oversees catechetical instruction programs for children and youth.
- e. Oversees community building and/or spiritual opportunities for children.
- f. Cooperates with Coordinator of Youth Ministry in community building and/or spiritual opportunities for adolescents.
- g. Creates an environment in which people can discern their specific vocation.

**B. Program responsibilities include, but are not limited to:**

- a. Religious education program for students not enrolled in Catholic Schools
- b. Assisting Director of Faith Formation in First Reconciliation/First Eucharist preparation
- c. Vacation Bible School
- d. Trunk or Treat at Halloween

**C. Administrative Responsibilities:**

- a. Maintains regular communication with the Pastor/DFP and other members of the parish staff.
- b. Ensures that faith formation programs and opportunities are appropriately staffed with competent and faith filled volunteers/employees.
- c. Oversees recruitment of employees/volunteers; supervises them and provides training for them.
- d. Maintains regular office hours.
- e. Organizes a calendar of events for his/her area(s) of responsibility.
- f. Assesses program effectiveness and makes necessary changes as appropriate.
- g. Ensures that all programs have the resources needed to be effective (e.g. textbooks, technology, materials).
- h. Prepares and manages a budget in cooperation with Director of Faith Formation.
- i. Ensures compliance with Archdiocesan Safe Environment Policies.
- j. Communicates regularly with Archdiocesan Pastoral Center Staff and follows all policies/procedures.

- k. Works with the Faith Formation Commission to set vision and policies/procedures for the parish.
- l. Networks and collaborates with other parishes' Faith Formation Leaders.
- m. Attends Archdiocesan functions relative to his/her position.
- n. Continues personal on-going professional development.
- o. Advocates for the inclusion in parish liturgies of the people he/she serves.
- p. Assists with the preparation of liturgical celebrations for special occasions as appropriate.
- q. Collaborates with pastoral staff to integrate the total Faith Formation Plan for the parish.
- r. Any other duties assigned by the pastor.

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from general directions, but also determines own practices and procedures, performing with moderate supervision.

**COMMUNICATION/CLIENT CONTACT:** Contacts are normally made inside and outside the Parish. Contacts frequently contain confidential/sensitive matters.

**SPECIFIC JOB SKILLS:**

- 1. Is a practicing Catholic.
- 2. Proficiency with technology and social media.
- 3. Ability to prioritize workload to meet demands.
- 4. Excellent communication skills (both verbal and written).
- 5. Excellent organizational skills with the ability to meet deadlines.
- 6. High level of accuracy and attention to detail with ability to maintain confidentiality.
- 7. Knowledge of the Catechism of the Catholic Church and the Bible and other church documents.
- 8. Demonstrates an intercultural and intergenerational competency.

**EDUCATION AND/OR EXPERIENCE:**

Degree in Theology/Religious Education or a related education field or previous experience in field of Faith Formation.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

**WORKING ENVIRONMENT:** Entails frequent evening and weekend work.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** Supervises support staff, catechists and volunteers that relate to the Faith Formation of students.