

Director of Religious Education

Job Description

Position: St. Clement Parish in Boonville, IN is seeking to hire a Director of Religious Education.

Reports to: The DRE reports to the pastor and works closely with the diocesan Office of Catechesis.

Status: This is a full-time position, 35 hours per week with full benefits.

Position Summary: The Director of Religious Education (DRE) will assist the pastor in the faith formation and evangelization of parish families. This individual will make an impact by spearheading all our formation programs, with a particular focus on youth and family formation. The Director of Religious Education will be a member of the parish pastoral team and is responsible for administration of the catechetical programs of the parish. In collaboration with the parish staff, this person will facilitate programs which are centered on Sacred Scripture, prayer, and service, always aiming to guide and empower parishioners to full and responsible participation in the life of the Church.

Principal Responsibilities and Duties:

- Oversee and continually grow the parish Religious Education Program
- Supervise and collaborate with two part-time coordinators of religious education
- Recruit, train, support, and evaluate volunteer catechists and substitute catechists
- Cultivate collaborative relationships with youth, parents, parishioners, and parish staff
- Oversee sacramental preparation for Baptism, First Reconciliation, First Communion, and Confirmation
- Plan and host sacramental receptions
- Coordinate sacramental preparation retreats in conjunction with coordinators of religious education
- Prepare and supervise Children's Liturgy of the Word
- Coordinate Christmas Eve Mass play and music for children and youth and Easter music and egg hunt for children
- Plan and direct Vacation Bible School
- Communicate effectively with parents, parishioners, and parish staff
- Manage Safe Environment Training for staff, catechists, and volunteers who work with youth in any capacity
- Review, select, and order textbooks, other suitable resources, and supplies

- Create high-quality, engaging bulletin announcements, Facebook posts, and Remind app messages as needed for all faith formation programs
- Prepare, track, and oversee the budget for the Religious Education Program
- Actively participate in activities relating to parish life
- Promote youth event opportunities in the parish, deanery, and diocese
- Seek out opportunities to create a sense of community and belonging in our parish community

This is not an all-inclusive list of responsibilities and duties, but rather a reflection of typical work performed in this position.

Skills, Knowledge, and Abilities:

- Lives in full sacramental communion with the Catholic Church and fidelity to Church teaching
- A committed prayer life, both personally and within a parish community
- Knowledgeable of Sacred Scripture, the *Catechism of the Catholic Church*, and Catholic teaching
- A heart for evangelization and faith formation
- Experience working in Catholic education, catechesis, and/or youth ministry preferred but not required
- An understanding of the physical, emotional, intellectual, and spiritual developmental stages of children and teens
- Ability to organize, prioritize, and manage multiple tasks with minimal supervision
- Capable of simultaneously planning long-range and short-term
- Interpersonal communication, collaborative ministry, evangelization, and public speaking skills
- Bachelor's degree in theology or equivalent from an accredited college or university preferred but not required
- Proficient in Microsoft Word and PowerPoint
- Familiar with social media and content creation using platforms such as Facebook and Canva; parent communication using platforms such as Remind app; and online sign-up using platforms such as JotForm

If this sounds like a good fit for you, please send your letter of interest, resume, and references to:

Barb Forehand

AND

Father Jack Durchholz

bforehand@evdio.org

422 E. Sycamore St.

Boonville, IN 47601

no later than June 27th. For further information, contact Barb at (812) 897-4653.