

ST PATRICK CATHOLIC CHURCH

JOB DESCRIPTION

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Job Title: Director of K-5th Religious Education **Number:** _____

Reports To: Director of Religious Education (DRE)

Department: Faith Formation

Full Performance Period: 6 Month **Eligible for Overtime:** No

Supervisory: Employees: Yes Unpaid Staff: No Volunteers: Yes Contract Workers: No Boards: No

General Purpose: The K-5th Religious Education Director works closely with the DRE to develop and implement an effective and comprehensive K-5th Faith Formation program within the parish, to include incorporation of programs and offerings already in place, as appropriate, as well as developing new initiatives to engage and develop parishioners in their individual growth in discipleship. To develop, implement, and oversee a K-5th religious education/formation curriculum and programs to further the commitment of lifelong faith formation throughout the parish. Lead a vibrant, engaging comprehensive K-5th faith formation program, where Sacramental Preparatory needs are met in creative ways to facilitate more family engagement and involvement that will reach into the parish community. Recruit, train, develop and sustain volunteers to allow for greater success and diversity within K-5th Faith Formation, as they use their gifts and talents to serve in positions of leadership. Lead with the overarching acceptance that while Sacramental preparation and Faith Formation are holy, necessary, enriching means of entering into life within the Church, they are not destinations.

Essential Duties and Responsibilities:

- *In summary, coordinates or oversees the transition of the K-5th Children's Faith Formation (Primary and Elementary grades) and Sacramental Preparation (First Reconciliation, First Communion) programs. Serves as member of the parish staff with professional preparation for the catechetical and spiritual formation of K-5th children of the parish. More specifically:*
- Actively support the vision of Total Catholic Education in the parish: support and maintain close communication between the parish and the diocese to achieve a unified vision of lifelong formation. Ensure the consistent implementation of the diocese's philosophy in the K-5th program.
- Develop and maintain a positive working relationship with DRE, religious education directors, parish staff, and catechists.
- Collaborate with DRE and catechists to develop and implement policy, curriculum, long- and short-range goals, program evaluation, and marketing strategies to relevant constituency, in collaboration with other parish efforts.
- Oversee implementation of an appropriate assessment tool across the K-5th faith formation program in the parish.
- Develop and implement assessment standards and procedures for K-5th parish catechists and students.
- Provide up-to-date K-5th resources for parish catechists.
- Ensure the adequate maintenance of K-5th program and student records.
- Develop and administer K-5th catechist training and certification policies for catechists of parish K-5th religious education program. Plan and implement instructional programs and activities for catechists.
- Provide in-service workshops at the parish on specific catechetical topics as needed.
- Ensure the accurate and timely submission of related facility space requirements.
- Responsible to ensure K-5th program catechists maintain building security before/during/after all related events is maintained and accomplished in accordance with parish procedures.
- In collaboration with catechists develop and implement comprehensive sacramental programs for First Reconciliation and First Communion in accordance with Diocesan policy and guidance, to include retreats.
- Coordinates with the DRE, Director of Liturgy and Music to schedule and plan for K-5th Faith Formation liturgical rites (i.e. 1st Reconciliation and First Communion).
- Ensure that sacraments are properly recorded and notifications are sent to parishes of baptism.

- Review, select, and recommend purchase of educational materials for K -5th Faith Formation programs. Ensures curricula reflect diocesan guidelines, Catechetical Directories, and are age-appropriate for grade level. Assures proper balance among program components (e.g. catechesis, prayer, social interaction, outreach and stewardship)
- Maintain accurate and up-to-date records related to registration, attendance and student evaluations.
- Assist in the recruitment of sufficient volunteers and aides to conduct the K-5th catechetical program.
- Coordinate with the parish’s Safe Environment Training (SET) coordinator to ensure that all training and paperwork is complete and regularly updated for all catechists. Coordinate with the SET coordinator to present the SET video (foundation and updates) for all volunteers who work with children in the K-5th Faith Formation program.
- Facilitate Vacation Bible School (one week in June).
- Develop a working knowledge of the wealth of parishioner information contained in and proficiency in the use of the Parish Data System (PDS).
- Encourage and promote prayer, scripture study, service/discipleship, and community within the parish.
- Participate in ongoing formation and educational opportunities to keep current.
- Attend periodic staff meetings, diocesan –level Catechetical meetings and carry out other tasks as may be assigned by the DRE.

Decision Making and Supervisory Responsibility:

HIRING	No			
ASSIGNING/SCHEDULING WORK	Yes - R			
MONITORING/CONTROLLING WORK	Yes			
DISCIPLINE	No			
PERFORMANCE EVALUATION	No			
SALARY RECOMMENDATIONS	No			
DISMISSAL	NO			
BUDGET RESPONSIBILITY	Yes - I & R			
PROPERTY RESPONSIBILITY	No			
CONFIDENTIAL INFORMATION	Yes			

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Job Description For **K-5th Religious Education Director (continued)**

Minimum Requirements:

Education: Undergraduate Degree in Religious Education, Religious or Pastoral Studies or Theology (preference for sacramental), or related field of ministry.

Experience: 3-5 years of related pastoral/academic experience in directing parish religious education efforts including formation, training, and certification of catechists, and catechetical administration with a minimum of five years active experience in parish/diocesan environment. Must be a practicing Roman Catholic in good standing and currently a registered member of a parish. Upon employment, will become a registered member of St. Patrick Roman Catholic Church and an active participant in parish life. Demonstrate a readiness to work a flexible, demanding schedule. Bi-lingual fluency (English/Spanish) desirable.

Or other background demonstrating application of the following knowledge, skills, and abilities:

Ability to advocate the importance of providing Catholic/educational/catechetical opportunities for all persons, conditions and cultures.

Ability to ensure the development of guidelines to be implemented in K-5th formation program structure that reflect the inclusion of all persons and cultures.

Excellent public relations and public speaking skills.

Excellent interpersonal, human relations and conflict management skills.

Excellent management and planning skills.

Effective leadership skills with demonstrated ability to work collaboratively with a variety of groups and individuals.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	XX		
HEAT (90 F or more)	XX		
HUMIDITY	XX		
HEIGHTS	XX		
NOISE	XX		
VDT/CRT USE			XX
DRIVING		XX	
STANDING			XX
SITTING			XX
WALKING			XX
BENDING		XX	
WORK WITH OTHERS			XX
REPETITIVE MOTION		XX	

OPERATING MACHINERY	SELDOM	OCCASIONAL	FREQUENT
COPIER			XX
TYPEWRITER	XX		
TELEPHONE			XX
FACSIMILE (FAX)		XX	
10-KEY		XX	
CALCULATOR	XX		
COMPUTER			XX
MOUSE			XX
PRINTER			XX

Reviewed and Agreed to:
Pastor

_____ Date _____

VISUAL ACUITY: Far		XX	
COLOR DISCRIMIN.			XX
HEARING			XX
SPEECH			XX
OTHER	XX		
TRAVEL:			
LOCAL		XX	
NATIONAL	XX		
INTERNATIONAL	XX		
AVAILABILITY:			
EVENINGS		XX	
WEEKENDS			XX

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)		XX	
MODERATE (5-20 lbs.)		XX	
HEAVY (Over 20 lbs.)	XX		

DESCRIPTION OF MOVEMENT

LIFT/LOWER		XX	
CARRY		XX	
PUSH/PULL		XX	
REACH ABOVE		XX	

Employee

_____ Date _____

FREQUENCY OF REQUIRED EXPOSURE/USE

OTHER	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			XX