

ST. GENEVIEVE'S CATHOLIC CHURCH
Centerville, Minnesota
Director of Religious Education

POSITION DESCRIPTION:

Position Title: Director of Religious Education
Reports to: Pastor
Provides work direction to: Volunteers
Receives work direction from: Pastor, other staff as appropriate
FLSA: Non-Exempt
Benefits: Eligible for health and dental
Hours/Schedule: 40 hour/week year-round. Schedule varies in response to parish calendar needs, leadership and committee needs. Some evening and weekend hours are included.
Last revision: June 28, 2018

Purpose: The purpose of the Director of Religious Education is to plan, develop and oversee all sacramental, faith formation and faith enrichment programs for all ages of the parish, which includes coordinating and overseeing the Baptism Team, First Communion and Reconciliation Program, Confirmation Team, Rite of Christian Initiation of Adults (RCIA) program and continuing religious education/faith formation for post-Confirmation youth and adults in the parish with a focus on evangelizing the parents involved in the programs.

This position is also responsible for coordinating Children's Liturgy of the Word, Vacation Bible School (VBS) and Communications from the Faith Formation Department. This position will work with the Faith Leadership Team to help plan Faith Formation Family Events. With oversight of the Pastor, this position will use these programs as a vehicle of formation and an opportunity to evangelize through reaching out to the greater community.

St. Genevieve's Faith Formation Mission: We believe God is calling our whole parish to be witnesses to the love of Jesus Christ so others will be attracted to His truth and life.

Statement on working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their personal behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position requires that the employee be a practicing Catholic and respect Catholic doctrine and religious practice.

REPRESENTATIVE RESPONSIBILITIES:

- A. Relationship with Pastor
 1. Recognize and respects the role and ultimate authority of the Pastor
 2. Report directly and regularly to the Pastor
 3. Carry out specific projects and assignments

B. Specific Program Responsibilities

1. Coordinate Faith Formation program for grades preschool-8
2. Coordinate Children's Liturgy of the Word program
3. Coordinate Vacation Bible School program
4. Coordinate Baptism Preparation program
5. Coordinate First Communion and First Reconciliation program
6. Coordinate Confirmation Program
7. Coordinate Rite of Christian Initiation of Adults (RCIA) program
8. Oversee post-Confirmation offerings
9. Oversee Adult Evangelization offerings
10. Facilitate Faith Formation Communications to the Parish
11. Work closely with Faith Leadership Team to coordinate family faith events
12. Recruit, train and appreciate Catechists and other volunteers
13. Coordinate all youth activities related to the Protecting Children & Youth Initiative (PCYI) of the Archdiocese of St. Paul & Minneapolis
14. Assess volunteers' needs and provides necessary materials for each program
15. Review, select, and acquire suitable curriculum for Faith Formation programs in consultation with Pastor and in keeping with archdiocesan guidelines
16. Facilitate the creation of the Faith Formation calendar

C. Communication

1. Attend regular meetings with Staff
2. Maintain regular communication with the Pastor relating to program-successes and concerns, ideas for improvement.
3. Maintain communications with catechists, volunteers and families
4. Keep faith formation participants and families informed of upcoming events and programming details, always reaching out to welcome families.
5. Evaluate, plan, and oversee the production of any flyers, bulletin columns and inserts, website updates, emails and other faith formation communications in order to keep faith formation families and the greater parish informed.

D. Administrative Duties

1. Order textbooks, catechist manuals and classroom supplies
2. Work with facility custodians, and office staff to reserve space for programs and to arrange for proper set up and clean up
3. Maintain accurate records related to registration, attendance, parent/student evaluations, OPCY requirements as well as any required documentation related to sacramental preparation and celebration
4. Maintain appropriate levels of confidentiality of all work data
5. Supervise catechists, assistants and other program volunteers
6. Maintain records appropriate to grade level - class lists, attendance records and incident records
7. Provide for regular evaluation of programs
8. Work with the business administrator to establish the faith formation budget. Responsibly oversee the allocation and spending of faith formation funds. Monitor both revenue and expense activity.

TASK-RELATED RESPONSIBILITIES:

1. Be present and ready to work as needed to meet responsibilities. This includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
2. Organize, prepare and maintain files and information.
3. Participate in Staff Meetings
4. Maintain and improve work-related knowledge and skills such as job expectations, catechetical methods, computer use.
5. Meet all other communication requirements including interpersonal skills with parish employees, as well as with visitors, guests, faith formation families and parishioners. This includes keeping superiors and appropriate others informed.
6. Help create a productive environment where there is harmony, good morale and cooperative teamwork. Monitor self-productivity with input of superiors and take corrective action as appropriate.
7. Continuing Education and Professional Development
 - Maintain involvement in approved Archdiocesan organizations that support the work of Faith Formation in the parish.
 - Attend archdiocesan ministry days and/ or attend appropriate workshops that will enhance one's religious educational skills at least once a year.
8. Other Responsibilities includes other responsibilities identified as needed by the employee and approved and/or assigned by the Pastor.

QUALIFICATIONS:

1. The Director of Religious Education will have a minimum of a Bachelors degree in Education, Religious Education, Theology or related field and/or a minimum of 3 years experience in a related field.
2. Understanding of, and fidelity to, the teachings of the Catholic Church
3. An ability to explain the faith to those with questions or direct to appropriate resources.
4. Operational knowledge of Word, Excel, email and internet. Adaptability to new software.
5. Strong leadership, organizational and communication skills
6. Ability to work independently and in cooperation with others
7. Strong respect for confidentiality
8. Understanding of Curriculum Design as it relates to catechesis of children. (A knowledge of how the scope and sequence of the curriculum works and how the design of the curriculum relates to the developmental needs of the young people that it is intended for.)
9. Successfully complete the necessary background check and safe environment training

MENTAL DEMANDS:

1. Understand theological and Church concepts, and seek to improve knowledge and understanding to be able to apply them to a wide variety of peoples' life circumstances
2. Ability to clearly and effectively explain Church teaching in a variety of subject areas
3. Work well with others
4. Attract and develop others to support goals

5. Develop effective relationships with members of the parish, staff and committees
6. Respond professionally under stress

PHYSICAL DEMANDS:

1. Maintain standing or sitting position for long periods of time
2. Lift or move office materials or equipment up to 20 lbs
3. Work evenings and weekends as required
4. Able to work 40 hours per week
5. Able to operate computer keyboard in a safe and proficient manner

Please send resume and cover letter to Susie Irlbeck at sirlbeck@stgens.org or 7087 Goiffon Rd in Centerville, MN 55038 by Friday, July 20.