

RELIGIOUS EDUCATION COORDINATOR/SPECIALIST (Part-Time, 19 hours/week)

Job Description

The Religious Education Coordinator/Specialist provides leadership in the design, implementation, and administration of religious education programs for children and families under the supervision of the Pastor to integrate religious education into the mission of the parish.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Participates in the comprehensive planning, implementation and evaluation of the parish's religious education programs, goals and objectives.
- Reviews catechetical programs in light of Archdiocesan and Universal Church norms.
- Collaborates with the Pastor in the overall planning of Religious Education classes.
- Recruits, motivates and trains religious education teachers.
- Assists in the personal faith growth among catechists as a Christian community.
- Presents the teachings of the Catholic Church as enunciated in Church documents (universal, national and Archdiocesan), to catechists and others.
- Coordinates various religious education programs under the direction of the Pastor, including baptismal classes.
- Establishes and maintains calendar of classes, training, activities and events.
- Serves as a liaison between programs, parents, and parishioners.
- Coordinates in-service continuing education and training for religious education teachers.
- Manages, or assists with the management of the budget for religious education programs.
- Maintains current and accurate Religious Education Program records.
- Participates in team building for all catechetical programs.

Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in paperwork and interactions, as well as poor public relations. Contacts are usually made with others both inside and outside the parish, at own initiative, and frequently involve confidential/sensitive matters.

REQUIRED JOB SKILLS

- Proven skills in the areas of communications and administration.
- Ability to successfully manage and train staff, volunteers and programs.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Must be flexible, creative and responsible.

EDUCATION AND/OR MAJOR EXPERIENCE

Bachelor's Degree in Theology or Religious Education, or equivalent substantive work experience involving program administration, training/teaching. Three years of catechetical experience. Practicing Catholic required. Valid driver's license required. Demonstrated ability to work with groups, administer programs, and relate to a wide variety of people. Ability to articulate philosophy and theology of parish religious education program in specific areas of responsibility.

WORKING ENVIRONMENT

Work is performed in a church or office setting, under continual, tight deadlines. Employee will be required to attend scheduled evening and weekend meetings, weekly staff meetings, training classes relevant to the position, and the annual summer staff in-service week. This position requires flexible work scheduling to properly administer the program. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.