



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Director of Religious Education

Opening Date: July 1, 2021

Closing Date: When Filled

Location of Job: St. Philip Benizi Catholic Church

Location Address: 18211 S Henrici Rd, Oregon City, OR 97045

Position: Part-time, 15-20 hours per week

Position Summary: Provides direction, coordination, formation, and management of activities involved in Religious Education and Sacramental Preparation of children, preschool through high school who belong to St. Philip Catholic Church and the surrounding vicinity.

Primary Responsibilities:

- Organize, schedule, and oversee religious education programs for pre-school through 12th grade. Provide opportunities and events for families to share their faith.
- Review program materials, and order textbooks, teaching materials, and resources for the program.
- Prepare and schedule sacramental programs for students and parents.
- Recruit volunteers for catechists and family formation activities.
- Prepare an annual budget for the Pastor and Administrative Council.
- Prepare a yearly calendar of classes and faith formation events.
- Meet regularly with parish staff for planning and coordinating parish programs. Keep open lines of communication with parish staff regarding any items of concern or interest.
- Attend parish staff, Liturgy and Pastoral Council meetings monthly.
- Ensure classrooms are clean and rooms have appropriate resources (e.g., tables, chairs, pencils, colors, posters on wall, etc.)
- Maintain parish records by updating parish data system with First Reconciliation, First Communion and Confirmation dates.

- Train and monitor catechists/aides in yearly Safe Environment training and background checks.
- Coordinate the logistics for First Reconciliation, First Communion and Confirmation (order materials and curriculum, contact families, recruit catechists, coordinate Masses, prepare certificates, etc.)
- Engage parents in their children's faith formation through events, programs, online forums, etc.
- Oversee Vacation Bible School:
 - Determine the dates and theme for the VBS program.
 - Recruit volunteers to fill various leadership roles during VBS.
 - Ensure all adult leaders have been trained in Safe Environment.
 - Manage financials, including budget plan and donations.

Minimum Qualifications:

- Active member of the Roman Catholic faith community.
- Experience in Religious Education, Theology, or a related field preferred OR compatible experience and/or training.
- Successful completion of Safe Environment and background check.
- Must have strong communication, interpersonal, and technology skills.
- Able to learn and effectively maintain records in parish data system.
- Motivated, self-starter, able to multi-task and manage multiple priorities in order to prioritize workload to meet program requirements.
- Able to honor and maintain confidentiality.
- Able to work and maintain positive relationships with co-workers, families, and children.
- Flexible.
- Creative.
- Responsible.

Working Conditions:

- Demonstrates capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills.
- Sensitive to various family situations affecting the child's religious education.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Flexibility where much of the work can be performed at home, with the exception of scheduled meetings and Sunday morning RE classes.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to Mary Pattyn at mpattyn@archdpdx.org to apply.

