

## **Coordinator of Religious Education**

### **Reports to Director of Religious Education**

#### **Job Overview**

The Coordinator of Religious Education at Christ the Redeemer Catholic Church is a 35 hour per week position within the Religious Education Department. The primary responsibility of the coordinator is to plan and oversee the Religious Education program, Pre-K3 through 6<sup>th</sup> grade. This includes the summer activities, Vacation Bible School and Catholic Faith Camp.

#### **Responsibilities and Duties**

##### Religious Education

- Assist Director of Religious Education in setting the calendar and curriculum
- Works with Registrar to create and update registration forms for all Religious Education classes.
- Recruit and coordinate catechists, aides, and hall monitors. Ensure proper coverage of each class. Contact substitutes if necessary
- Maintain communication with catechetical ministers providing support, resources, etc.
- Support catechetical ministers in maintaining proper status for Safe Environment and Circle of Grace
- Participate actively in the immediate preparation for the new catechetical year including supply organization, text distribution, etc.
- Support the Director of Religious Education Staff in planning and events

##### Christmas Pageant and Summer Camps

- Coordinate annual Christmas Pageant
- Oversee all aspects of Vacation Bible School and Catholic Faith Camp, including theme choice, budgeting, donation recipient, etc.
- Recruit coordinator, core team and station leaders as well as provides training for all volunteers for Vacation Bible School and Catholic Faith Camp. Provide constant support to the coordinator of each camp
- Ensure that all adults for both summer camps are Safe Environment trained before camps begin
- Design and order all t-shirts for summer camps and oversee distribution
- Works with Registrar to update registration forms for summer camps

#### **Qualifications**

- Academic or Archdiocesan Certification in theology, religious education or related field preferred
- Pursue/maintain Archdiocesan catechist certification
- Experience in parish catechetical ministry and formation
- Strong communication skills. Proficient in Microsoft Word, Excel, and PowerPoint.
- Self-starter, able to manage multiple responsibilities.
- Team Player
- Availability to work some evenings and weekends