

# Our Lady Queen of Peace Catholic Church

Lafayette, Louisiana

## Position Description

<b>Position Title:</b> Director of Religious Education	<b>Immediate Supervisor:</b> Pastor
<b>Position Status:</b> Non-Exempt, Part-Time, not eligible for benefits	<b>Work Schedule:</b> Varies according to programs

*The Director of Religious Education may be called upon to attend meetings, facilitate classes/programs, etc., at times other than noted above, when necessary and/or directed.*

**General Duties:** To conduct and coordinate the parish religious education programs including but not limited to: Vacation Bible School, Children Meeting Jesus, First Communion, and Adult Education. This position will be evaluated annually by the Pastor.

*The following statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities are subject to change as the needs and requirements of the parish/office change, as directed by the Pastor and/or the Parish Administrator.*

### Qualifications:

- Must model Catholic lifestyle and spirituality.
- Must have the ability to maintain confidentiality.
- Must be enthusiastic and eager to work with people in an effort to enhance the catechetical ministries of the parish.
- Must be working toward Catechist Certification, Master Catechist Certification, DRE Certification.
- Must possess the desire for further education through various modes of self-study, reading, formal classes, and attending diocesan study days and conferences.
- Must be open to attend a yearly retreat for spiritual growth, sponsored by the parish.

### Responsibilities:

- To maintain and encourage a sense of community and Christ-like vision with the staff and the parish community.
- To maintain catechetical programs which meet the needs of elementary and high school students as well as adult education programs.
- To maintain a good working relationship with all ministers of the parish including but not limited to: Priests, Parish Office Staff, Youth Minister, RCIA Coordinator, and various Parish Adult Bible Study leaders.
- To recruit, train, supervise, and evaluate catechists for all levels of the Parish School of Religion.
- To conduct Safe Environment Training Days for children, parents, etc., and also trainings as needed for all volunteers working with our youth (less than 18 years of age.)
- To possess a good understanding of how the diocesan Safe Environment program works and to be willing to work with the parish staff to maintain up-to-date records.
- To encourage and work with catechists to achieve certification.
- To research all available programs, online and otherwise, for Catechist continuing education.
- To work within the budget allocated for the operations of the religious education programs.
- To request/purchase resources for use in particular religious education programs.
- To adjust program components (space, time, materials, etc.) as needed.
- To be present as often as possible for various Parish School of Religion Catechism classes, and various retreats/Days of Recollection for the Parish.
- To maintain and create the Calendar of Events for the Parish School of Religion.