

Coordinator of Religious Education

Major Duties and Responsibilities-Wednesday Program DRE I Coordinator

Manage parish development for Religious Education and Faith Formation of Catechetical Ministry including Adult Faith Formation.

Prepare monthly and annual budget reports for Religious Education Program including the quarterly reporting of the program financial status.

Manage all human resource functions related to religious education including, recruiting catechists, employee relations, training and in-service opportunities, communication, and retention.

Maintain up to date and complete personnel records for all volunteers, including current job descriptions, annual performance reviews.

Maintain up to date records and required documentation of the Bishop's Charter for Child Protection Policy.

Maintain an accurate, up to date asset inventory;

Participate in staff gatherings, including but not limited to; annual staff retreat, weekly staff prayer, etc.

Maintain a level of knowledge and skills required for this position. Participate in training attend workshops and conferences.

Collaborate with all parish ministries to support the growth and life of the parish.

Manage and complete arty/all documents required by the diocese as related to Religious Education and Bishop's Charter for Safety

Work Assignment

Flexible 20 - 25 hours per week

10 months per year