

(PARISH)

**Director of Religious Education or Faith Formation ~ Level II, Sample Job Description
(Exempt)**

INCUMBENT:

SUPERVISOR:

The following list of major job responsibilities does not necessarily represent any one job. It is the compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Director of Religious Education or Faith Formation II*. It is not the expectation that any one person fulfills all of these job duties. There may be elements of the job not included in this checklist. Parishes are encouraged to create individual job descriptions, using this checklist as a normative guideline in this effort.

I. POSITION PURPOSE:

This position develops, implements and directs Religious Education/Faith Formation Programs for preschool, elementary, junior high, senior high students and adults. Plans and facilitates Sacramental Preparation Program in collaboration with appropriate groups or individuals in the parish and/or region.

II. MAJOR RESPONSIBILITIES:

- A. Assures the development and implementation of a comprehensive plan for religious education/faith formation for all age levels. This includes catechetical programs for children, teens, young adults, and adults. Incumbent assures the selection and evaluation of curriculum for all programs.
- B. Directs the Sacramental Preparation process for the parish. This includes RCIA, RCIC, infant Baptism, children's Sacraments, Adult Confirmation, Eucharist, and Reconciliation.
- C. Plans and implements programs in support of faith formation (e.g. mom's group, men's fellowship, marriage preparation, school programs, special events, workshops etc.).
- D. Leads planning meetings related to religious education/faith formation goals, objectives, strategies and events.
- E. Plans and organizes course work, prepares for and teaches classes in specified areas.
- F. Manages the religious education/faith formation office: supervises youth minister,

sacramental preparation coordinator, and other staff members performing faith formation activities or providing administrative support.

- G. Develops and administers annual operating budget for office.
- H. Recruits, trains, supports and evaluates volunteers for faith formation programs.
- I. Assures collaboration with the school's religious education and faith formation activities.
- J. Assures purchase and allocation of equipment and materials for faith formation programs.
- K. Oversees accurate maintenance of program records.
- L. Maintains a level of knowledge and skills required for this position. Participates in diocesan-sponsored training, attends workshops, conferences, etc. and maintains membership in professional organizations.

EXPECTED QUALITIES AND QUALIFICATIONS:

- a. Baptized member of a Catholic parish faith community.
- b. Commitment to the Mission of the parish.
- c. Masters degree or equivalent in theology, religious education, educational administration or related field. Evidence of certification and on-going educational renewal and updating.
- d. Knowledge of and ability to teach at various age levels.
- e. Ability to evaluate age-appropriate curriculum, programs, and experiences for a comprehensive religious education or faith formation plan.
- f. At least 5 years successful work experience in catechetics, sacramental preparation, or related field.
- g. Demonstrated ability to develop, organize, and implement a comprehensive plan for religious education/faith formation.
- h. Knowledge of RCIA norms and processes.
- i. Demonstrated ability to recognize and honor diversity within the parish community.
- j. Demonstrated ability to recruit, motivate and support staff and volunteers.
- k. Ability to work flexible hours, including some evening and weekends.

APPROVED:

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____

Director: _____

Date: _____

(If different from Supervisor)

Human Resources: _____

Date: _____