

PARISH

Director of Religious Education/ Faith Formation ~ Level I, 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 the job duties fulfilled by many people who have a job title similar to that of *Director of Religious Education/ Faith Formation I*. It is not an expectation that any one person necessarily 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 Faith Formation Programs for specific ministries and assists with designated Sacramental Preparation programs.

II. MAJOR RESPONSIBILITIES:

- A. Oversees and development and implementation of designated Religious Education/Faith Formation programs. These may include catechetical programs for children, teens, young adults, and/or adults. Incumbent is responsible for recommending curriculum, audio-visual aids, and other classroom resources as appropriate.
- B. Assists in coordination of Sacramental Preparation programs. These may include: RCIA, RCIC, infant Baptism, Children's Sacraments, Adult Confirmation, Eucharist, Reconciliation.
- C. Participates in planning meetings related to faith formation goals, objectives, strategies and events.
- D. Recruits, trains, and supports volunteer teachers in specified areas of religious education.
- E. Recruits, trains, evaluates and schedules liturgical ministers including lectors, greeters, Eucharistic ministers, and alter servers.
- F. Registers couples for pre-marriage counseling, schedules pre-nuptial conferences with priest, and assists in the development of wedding liturgy with couples.

- G. Recruits, trains motivates and provides general and specific direction to volunteers involved with faith formation activities and programs.
- H. Prepares Bulletin Announcements and Intercessions as requested.
- I. Maintains inventory of educational supplies and re-orders as appropriate.
- J. Maintains a level of knowledge and skills required for this position. Participates in diocesan-sponsored training, attends workshops, conferences, and classes, and maintains membership in professional organizations.

EXPECTED QUALITIES AND QUALIFICATIONS

1. Baptized member of a Catholic parish faith community.
2. Commitment to the Mission of the parish.
3. Bachelors degree or equivalent in education, religious studies, or equivalent. Evidence of completion of appropriate certification, educational formation or catechetical classes or workshops.
4. Knowledge and ability to evaluate age-appropriate curriculum, programs and experiences for faith formation classes.
5. At least 3 years successful work experience in religious education/faith formation.
6. Demonstrated ability to organize a curriculum and teach in a classroom setting.
7. Excellent oral and written communication skills.
8. Demonstrated ability to recognize and honor diversity within the parish community.
9. Demonstrated successful ability to recruit, motivate and support volunteer catechists.
10. Ability to work flexible hours, including some evenings and weekends.

APPROVED:

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____

Director: _____

Date: _____

(If different from Supervisor)

Human Resources: _____

Date: _____