

ST. PAUL PARISH – AUSTIN, TEXAS
Director of Religious Education (DRE)

Ministerial Character

The Pastor is the visible principle and foundation of unity in St. Paul parish which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Paul help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary

The Director of Religious Education (DRE) is responsible for the leadership and direction for parish faith formation. The position reports to the Pastor and operates with latitude for the use of independent judgment and initiative. Currently, this includes developing curricula, training, staffing of necessary classes, sacramental preparation for First Reconciliation and First Eucharist, and catechist formation. The DRE must understand the nature and purpose of religious education and continuously assess the needs and priorities of the parish, working with the pastor, the faith formation team, parents, and teachers. This individual will be expected to demonstrate good public relations skills, as well as teaching skills.

Essential Duties

- An integral part of this ministry for the Church is to support and uphold the teachings of Catholic ministry and the mission of the parish in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Ensure compliance with all Diocese of Austin policies.
- Administer the Religious Education Program, to include the following: program budget, staff schedules, record keeping, teaching materials, supplies, communication with parishioners, annual projections, keep office hours consistent with the educational program, supervision of RE support personnel, and meetings with parents.
- Develop and implement all catechetical programs for children, youth, and adults including the following sacramental preparation: Sacrament of Reconciliation, First Communion, Confirmation and Rite of Christian Initiation for Children and Adults.
- Develop and implement ongoing education/formation for Parish Catechists to promote effective catechesis.

- Recruit, train, and provide support for Faith Formation volunteers.
- Work with parish staff and pastor to ensure accuracy of sacramental record keeping.
- Participate in parish staff and diocesan meetings and trainings.
- Maintain a work schedule that maximizes availability to staff and parishioners.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of ministry of catechesis; child, adolescent, and adult faith and intellectual development.
- Skill in communicating with diverse audiences both oral and written.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to provide excellent customer service and work effectively with staff, clergy and laity.
- Ability to organize, prioritize, carry out multiple tasks, meet deadlines and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to follow instructions furnished in verbal or written format.
- Ability to proficiently communicate in English and Spanish (conversing, writing, and reading).

Minimum Qualifications

Education and Trainings:

- Bachelor's degree from an accredited American college or university with some coursework in theology, religious education, pastoral ministry, or a related field is preferred.

Experience:

- Three (3) years experience as a Director of Religious Education.

Language:

- Bilingual English-Spanish (proficient in conversing, reading and writing).

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- DRE Certification or ability to obtain within six (6) months.
- Valid Texas driver's license is preferred.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.