

**Director of Religious Education  
Job Description  
Sts. Joseph and Paul Parish  
May 2009**

*A Vision for this Ministry*

- The DRE will provide leadership in the design and implementation of programs for youth, adults and seniors to assist in cultivating a vital spirituality in conjunction with a solid foundation for Christian living and ministry. The DRE empowers parishioners to respond more fully to their baptismal call to word, worship, and service mainly through reflection upon life experiences in light of Jesus' Gospel and message.

*Responsibilities and Tasks*

*Education*

The DRE:

- Recruits and trains volunteers to assist as competent leaders for the Faith Formation program and RCIA process.
- Coordinates the Rite of Christian Initiation of Adults.
- Provides ongoing catechetical training/formation so that the catechists can utilize the appropriate pedagogy for their particular grade level/age group.
- Presents to the catechists and others, the teachings of the Catholic Church in the spirit of the Second Vatican Council.
- Facilitates personal and spiritual growth among the catechists and encourages them to seek catechist certification as offered through the Diocese of Owensboro.
- Develops and leads creative and engaging adult education opportunities as appropriate and necessary.

*Administration*

The DRE:

- Develops a coordinated approach toward total parish religious education for faith development through catechesis on all age levels while working closely with parish staff to integrate his/her area of responsibility with the overall parish endeavor.
- Undertakes ongoing evaluation in light of the goals and objectives of the Faith Formation Program.
- Oversees all sacramental preparation including: baptism, first communion, confirmation, reconciliation, and the RCIA program.
- Collaborates closely with the Director of Hispanic Ministry and Associate Pastor to continue the process of greater interaction and shared activities between the English speaking Faith Formation Program and the Spanish speaking Faith Formation Program of the parish.
- Assists and supports the parish volunteer who oversees Safe Environment Training.
- Serves as the staff liaison to the Education committee and Spiritual Life Committee, supporting its current members while recruiting additional participants.
- Provides leadership for our Senior Ministry initiatives including bible studies and monthly potlucks (and any other additional opportunities needed by that population).

- Serves as the Youth Ministry Facilitator, supporting parish volunteers who serve that population and helping to coordinate events and opportunities as needed.
- Organizes and oversees the parish's summer Faith and Fun Day or Vacation Bible School.
- Prepares and manages the religious education budget in collaboration with the parish stewardship minister/administrator.
- Ensures accurate records are kept of catechists, children and families in the Faith Formation program, including sacramental records.

### *Worship*

- The DRE collaborates with the Music Minister and parish staff to assure that liturgical worship is integrated with the catechetical programs.

### *Pastoral Services*

#### The DRE:

- Promotes good public relations both within and beyond the parish, and is involved in ecumenical, cluster, deanery and diocesan networks of professional peers.
- Participates in principle parish events.

#### Qualities

- The DRE needs the capacity to relate to a wide variety of people, a willingness to be flexible (a team player), and the ability to delegate and collaborate. In addition, a successful DRE candidate must possess a commitment to the scriptural call to stewardship, a central charism of our parish community and be willing to pursue continuing education/formation opportunities while on staff. Lastly, the DRE needs to have a strong appreciation of diversity and the unique gifts/challenges it brings to ministry in a multi-cultural parish setting.

### *Competencies and Skills*

#### The DRE:

- Requires strong organizational and time management skills.
- Must possess knowledge of children (in the age span attending the Faith Formation Program).
- Be able to facilitate meetings and group processes.
- Have some experience with conflict management and resolution.

### *Training and Criteria for Readiness*

- The DRE must possess a solid theological foundation, an understanding of catechetical approaches for the formation of children and adults, and an appreciation of cultural diversity. Previous parish leadership experience and some Spanish speaking skills are preferred.