

POSITION DESCRIPTION

GENERAL INFORMATION:

Position: Religious Education Coordinator Assistant (REC Assistant)

Position Classification: Part-time; Hourly; Non-Exempt

Position Description Created & Approved: April 2011

Position Description Last Reviewed: N/A

MAJOR PURPOSE:

The major purpose of this position is to provide support to the DRE in the oversight and administration of the religious education programs of the parish in accordance with the goals and objectives established by the Pastor and Associate Pastor. It is of utmost importance that the Assistant Religious Education Coordinator works closely with the REC to ensure all religious education programs are implemented and carried out in accordance with the teachings of the Catholic Church, as well as Diocesan and Parish policies. This position will also assist the DRE in coordinating the large group of volunteers required to carry out the religious education programs of the Parish.

REPORTING RELATIONSHIPS:

This position: Religious Education Assistant
Position Reports to: Religious Education Coordinator, Pastor
(in Pastor's Absence - Assistant Pastor, Business Manager)

Positions Supervised:

Full Time: N/A
Part Time: The REC Assistant will assist the DRE in the supervision of parish volunteers.

JOB CONTACTS:

Internal

This position is expected to have frequent verbal, written and personal contact with all levels of personnel within the parish staff and may have contact from time to time with the Pastoral Council, Parish finance Council and leadership of various parish organizations.

External

This position is expected to have frequent verbal, written and personal contact with religious education students and their parents, parish members volunteering in the program and from time to time, may interact with the Diocesan Religious Education and Formation office.

DUTIES/RESPONISBILITIES:

1. Provide administrative support to the religious education (RE) programs of the parish. The RE program encompasses all levels of catechesis from kindergarten through 8th grade, sacramental preparation, high school youth ministry, RCIA, and adult education and includes family catechesis and bilingual programs. Responsibilities include: (1) preparing/copying lessons for classes, (2) preparing classrooms, (3) coordinating preparation / distribution of documents to participants, parents and catechists, (4) data entry, (5) answering phones and

taking and relaying messages, and (6) other typical administrative office duties. Also includes creating a welcoming environment for those that enter the religious education offices.

2. Manage records and attendance. This involves maintaining permanent records of programs and participants, tracking attendance and communicating concerns to parents, catechists, and DRE.
3. Organize receipt of documents for students receiving sacraments. This involves collaboration and coordination with parish office staff.
4. Assist with supervision and training of catechists as directed by DRE.
5. Assist with Vacation Bible School program. Responsibilities include assisting with registrations and providing support to volunteers as necessary.
6. Collaborate and provide assistance to retreat organizers for youth and children RE programs.
7. Oversee coordination and maintenance of religious education resources, supplies and equipment.
8. Provide administrative and other support to the Youth Ministry Coordinator as needed.
9. Participate in annual retreat day of reflection as determined by Pastor.
10. Other duties as assigned.

BACKGROUND REQUIRED:

Education/Experience:

- High School diploma from an accredited institution recognized by the Texas Board of Education required. Diocese of Austin Catechist certification preferred.
- Must be practicing Catholic in good standing with the Church
- Must submit an Ethics and Integrity in Ministry (EIM) Application for Ministry within the first week of employment, participate in an EIM Basic abuse prevention training workshop within 60 days of submitting a complete Application for Ministry, and maintain EIM compliance during the entire term of employment.

Skills/Knowledge:

Self-started, customer service oriented, strong organizational skills and ability to manage multiple priorities, team player attitude required. Ability to maintain confidentiality is a must. Solid computer skills required. Must have excellent communication skills (both written and verbal) as well as public speaking ability, and be capable of creating effective working relationships with large group of volunteers.

Employee Signature

Date

Submit in PDF format, Cover Letter, Resume and 3 professional references to: business.manager@stelizabethpf.org by 5:00pm Friday, May 17, 2019.