

POSITION DESCRIPTION

GENERAL INFORMATION:

Position: Religious Education Coordinator K-8 Grade (REC)

Position Classification: Full-time, Hourly

Position Description Created & Approved: April 2019

Position Description Last Reviewed: N/A

MAJOR PURPOSE:

The major purpose of this position is to provide oversight and management 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 REC work closely with the Pastor and Associate Pastor 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 includes supervision of a Religious Education Assistant, as well as numerous participating in the delivery of parish religious education classes.

It is expected that the REC can perform daily tasks with little supervision. It is however, expected that the REC will have regular contact with the Pastor and Associate Pastor concerning the goals, curriculum and overall direction of the program.

REPORTING RELATIONSHIPS:

This position: Religious Education Coordinator
Position Reports to: Pastor
Associate Pastor, Business Manager (in Pastor's absence)

Positions Supervised:
Part Time: Religious Education Assistant
Volunteers participating in the religious education programs

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. Create curriculum and oversee the implementation of the curriculum for all parish religious education (RE) programs K-8th grade. Work closely with the Pastor and Associate Pastor to ensure the programs follow the teaching of the Catholic Church and are in accordance with Diocesan and Parish policies. The RE program encompasses all levels of catechesis from Kindergarten through 8th grade, sacramental preparation, RCIA, and adult education and includes family catechesis and bilingual programs.
2. Provide overall leadership to and administration of the Parish RE programs. Responsibilities include: (1) articulate vision/direction for the parish catechetical programs K-8th grade, (2) establish goals of the program, (3) recruit and supervise all volunteers, (4) provide training for and assistance to volunteers as needed, (5) provide clear communication to parents regarding RE programs for K-8th grade, and (6) create a welcoming environment in the Re offices for all who enter.
3. Develop individualized programs for parishioners with special needs.
4. Create curriculum and oversee summer vacation bible school program. Responsibilities include: (1) appoint chairperson for program, (2) coordinate registration and budget, (3) provide direction and guidance to chairperson to facilitate recruiting for key positions and volunteers associated with delivery of this program.
5. Provide supervision and guidance to supervised staff. Establish goals for each position and communicate expectations. Provide informal, routine and on-going feedback as well as formal, written evaluation on an annual basis.
6. Coordinate with Business Manager for use of building and equipment support the RE programs. Ensure Business Manager and maintenance department is aware of issues encountered with use and maintenance of facility and equipment.
7. Develop and monitor annual budget with Bookkeeper and Business Manager.
8. Coordinate with Business Manager and Secretary to provide and maintain appropriate and necessary communication with the parish (for example: website, bulletin).
9. Attend Diocesan, Pastoral and Finance Council, and other meetings as requested by Pastor.
10. Participate in annual retreat day of reflection as determined by Pastor.
11. Other duties as assigned.

BACKGROUND REQUIRED:

Education/Experience:

One of the following is expected:

- **Ideally**, a degree Theology/Religious Education and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics;
- MA in Education or Educational Administration Experience with 24 semester credits in Theology/Catechetics;
- Bachelor's degree and Diocese of Austin Catechist certification, plus three years of experience as a DRE, and / or a combination of at least two.
- 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.

Note: degree must be from an accredited institution recognized by the Texas Board of Education.

Skills/Knowledge:

Experience supervising, motivating, and managing staff (paid and volunteer) is essential. Must be able to build effective relationships, with staff, volunteers, parents and students. Self-starter, customer service oriented, strong organizational skills and ability to manage multiple priorities, team player attitude required. Ability to maintain confidentiality is a must. Excellent communication skills (both written and verbal) as well as public speaking skills and ability to manage a budget also required. Bilingual (English/Spanish speaking) **preferred**.

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.