

OUR LADY OF BELÉN FAITH FORMATION

101-A North Tenth Street
Belén, NM 87002
505-864-7869

Seeking Director of Religious Education

General Summary:

Our Lady of Belen Catholic Church is a family friendly, warm, welcoming parish of about 1000 families located in the town of Belen, NM, which is 30 miles south of Albuquerque, NM. Ours is a large parish with a small town atmosphere (www.ourladyofbelen.org).

We are currently seeking a full time year round (35 hours/week +/-) Director of Religious Education to start May/June 2019. The position oversees the Faith Formation program of approximately 400 adults and children, Kindergarten through Confirmation (K-12th grade), RCIA, Youth Ministry, and Adult Education. Salary with benefits, depending on education and experience.

Duties:

Coordinate the Kindergarten through 7th grade Faith Formation Program, English and Bilingual First Communion Program, and supervise the directors of Confirmation, RCIA, Youth Ministry, and Adult Education programs.

Recruit, train, motivate and provide general and specific direction to approximately 45 volunteers involved with faith formation activities and programs.

Oversee accurate maintenance of programs records.

Evaluate and order necessary curriculum and supplies.

Must be able to work flexible hours with evening & weekend programs.

Performs other duties as assigned.

Qualifications:

MA in Theology with Certification in Catechetics or equivalent preferred.

Excellent relationship building and communication skills with all age groups.

Must be a practicing Catholic with a firm commitment to the Church and its doctrine.

Fluency in Spanish is highly desirable.

Self-motivated with strong organizational skills.

Basic computer skills with proficiency in Microsoft Office including Publisher and Access.

To Apply:

Send cover letter, resume, and references to:

OLBPastor@OurLadyOfBelen.org

Or

Fr. Clement B. Niggel
Our Lady of Belen Church
101-A North Tenth Street
Belen, NM 87006

God put us in this world to know, to love, and to serve him, and so to come to paradise.

Catechism of the Catholic Church 1721