

SAMPLE JOB DESCRIPTION PROGRAM COORDINATOR FOR SPECIFIC AREAS OF RELIGIOUS EDUCATION (CRE)

DEPARTMENT: Parish
SUPERVISED BY: DRE, Pastor or Associate
EMPLOYMENT STATUS: PT/FT
NON-EXEMPT: (hourly, keeps time records)
GRADE:

POSITION SUMMARY

In collaboration with the Director of Religious Education (DRE), Pastor or Associate, the CRE is responsible for a portion of the religious education program of the parish. This would include A) Theological B) Catechetical and C) Administrative aspects of the particular area of responsibility. Areas could include, but are not limited to, elementary catechesis, confirmation preparation, youth ministry, etc. The CRE reports to the pastor and parish council(s) and committees as required.

DUTIES AND RESPONSIBILITIES

Responsible for implementing a portion of the parish religious education program in accordance with the parish mission statement and goals.

- Evaluates effectiveness of staff and programs
- Establishes long-range plans (e.g., 3-5 years)
- Recruits volunteers for programs
- Oversees volunteer training and participation
- Prepares budget and handles financial matters for programs
- Acquires, organizes and provides resources (media, supplies, *etc.*)
- Maintains current sacrament records for the parish files
- Performs additional services as requested by pastor

QUALIFICATIONS

- Practicing Roman Catholic with a commitment to his/her own faith life
- Well-developed knowledge of Scripture, the Catechism, Church documents
- Familiar with Church history, the stories of the saints and martyrs, Mariology
- Experienced in teaching the faith to adults, youth and children
- Able to communicate with all age groups, from varying cultural and social backgrounds
- Skilled organizer and overseer of catechetical programs that incorporate volunteer contributions
- Sensitive to controversial issues and able to respond according to Church teaching as articulated by the Archbishop
- Develops programs in accordance with the Archdiocesan Office of Religious Education guidelines/directives.



- Familiar with the uses of media and technology for effective program implementation
- Offers team-building events as necessary

EDUCATION BACKGROUND:

An undergraduate or graduate degree in theology or religious education.

Certification as a Master Catechist through the Advanced Catechetical Ministries (ACM) Program

MINIMUM REQUIREMENTS:

Archdiocesan catechist certification through the Catechetical Ministries Program or

A university certificate program in catechetical leadership.

Two to three years recent catechetical experience

A record of attendance at diocesan workshops and seminars for ongoing education.

ADMINISTRATIVE EXPERIENCE:

Executive responsibility as employee or volunteer

Experience in working with adult volunteers.

A record of attendance at workshops and seminars in management and administrative skills.

