

**ARCHDIOCESE OF LOS ANGELES**  
**SAMPLE JOB DESCRIPTION**  
**DIRECTOR OF RELIGIOUS EDUCATION (DRE)**

DEPARTMENT: Parish

SUPERVISED BY: Pastor

EMPLOYMENT STATUS: PT/FT

EXEMPT/NON-EXEMPT (depends on compensation):

GRADE:

**POSITION SUMMARY**

Responsible for the total religious education program of the parish for adults, youth and children as designated by the pastor.

**DUTIES AND RESPONSIBILITIES:**

As representative of the pastor, the DRE implements the parish religious education program in accordance with the parish mission statement and goals. The DRE manages program content, staff and budgets; coordinates with other parish ministries and activities; reports to pastor and parish councils/committees as required. In addition, the DRE shall:

- Articulate a vision of catechesis and the catechetical process based on the major catechetical documents of the Church.
- Review, evaluate, and develop programs, mission statements, long- and short range goals and objectives.
- Help the parish community evaluate and carry out its role as a catechizing agent.
- Apply appropriate principles of human development, especially faith and moral development, to a catechetical program.
- Utilize appropriate methodologies of adult-centered and/or child-centered learning.
- Implement or support a program of catechist formation according to Archdiocesan certification norms.
- Involve the family as an essential agent in the faith formation process, especially in the faith formation of children and adolescents.
- Use media and technology for effective program implementation.
- Incorporate service opportunities, and reflections on these experiences, in catechetical programs for adults, adolescents, and children; especially linking such opportunities to the fostering of peace and justice.
- Provide opportunities for participation in prayer, personal spiritual development and communal worship.



- Initiate and maintain accurate records on students, families, catechists, and other participants.

#### 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
- Familiar with the uses of media and technology for effective program implementation

#### EDUCATIONAL BACKGROUND:

An undergraduate or graduate degree in theology or religious education.

#### MINIMUM REQUIREMENT:

- Archdiocesan certification through the Advanced Catechetical Ministries Program (ACM) or Master Catechist Program.
- 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.

