

# Director of Religious Education and Evangelization

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## **Year-Round Full-Time Position**

### **JOB SUMMARY:**

The Director of Religious Education oversees the religious education needs of the children of the parish attending public schools. The position will also be responsible for the RCIA program.

### **ESSENTIAL FUNCTIONS:**

1. Oversees weekly and summer parish religious education programs; promotes and develops the Catechesis of the Good Shepherd Program.
2. Under the direction of the Pastor, plans and facilitates all aspects of RCIA program, including the recruitment of participants, preparation of teaching materials, and providing a retreat experience for all.
3. Recruits, orients and provides ongoing training for Parish Religious Education catechists. Provides training opportunities for catechists throughout the year.
4. Responsible for the First Reconciliation/First Communion programs for all children not attending Queen of Peace Catholic School.
5. Coordinate with the parish office to ensure all sacraments are accurately recorded in parish logs and ParishSoft database.
6. Attends staff meetings on a regular basis.
7. Provides for the Children's Liturgy of the Word program to including recruitment and training of volunteers for the program and preparing resources and materials for use
8. Acts as the staff point person for the Vacation Bible School program.
9. Works directly with Pastor to coordinate his vision for parish evangelization efforts. This will include acting as a staff point person for community events and evangelization initiatives such as Alpha.
10. Assist with the development and implementation of adult education programs that meet the needs of all parishioners.
11. Works with the Pastor with growing a parish of intentional disciples that fosters a sense of mission and evangelization.

### **WORK SCHEDULE:**

- Employee is entitled to all benefits as outlined in our Employee Handbook under the classification of Full Time Year Round employment. This reflects a 40 hour workweek with a set schedule weekly to be determined by the Pastor and/or Parish Administrator. Additional and different hours are necessary at various times of the year. Summer hours may vary and are determined by Pastor and/or Parish Administrator.

### **POSITION REQUIREMENTS:**

- **Must have a strong knowledge of the Catholic Faith and is a fully initiated Catholic in good standing**
- **Catechist, DRE, and/or RCIA Director experience preferred**
- **Bachelor's Degree highly desirable**