

# **Sample: Director of Religious Education**

## **St. John Paul II Parish**

### **Position Profile**

<b>Job Title:</b>	<b>Director of Religious Education/Lifelong Faith Formation</b>
<b>Department:</b>	<b>Parish Administration</b>
<b>Location:</b>	<b>St. John Paul II Parish</b>
<b>Reports to:</b>	<b>Pastor</b>
<b>Classification:</b>	<b>Salary</b>
<b>FLSA:</b>	<b>Exempt; Full-Time (or Part-Time, depending on needs)</b> <b>Ministerial Exemption</b>
<b>Budget:</b>	<b>00554 (the account the payroll is charged)</b>
<b>Date Created:</b>	<b>08/23/2023 (updated)</b>

#### **I. Objective**

The DRE is responsible for the development, organization and administration of the specified areas of religious education and Catholic formation program in fulfillment of the catechetical mission of the parish in cooperation with the pastor, parish staff and in consultation with the Diocesan Department of Faith Formation.

#### **II. Duties and Responsibilities**

This person will provide the following functions:

1. Supervise all parish religious education and Catholic formation programs and personnel, and organize resources in religious education for the pastor, parish staff and parishioners.
2. Recruit and train teachers/facilitators of early childhood, youth and adult programs.
3. Supervise curricula planning and the selection of texts.
4. Establish the details of the programs' calendar.
5. Oversee the registration process.
6. Provide appropriate environments for catechetical and spiritual growth.
7. Ensure proper supervision of indoor and outdoor facilities during program times.
8. Creates handbooks and other communications for youth, parents and catechists.
9. Recruits, hires and supervises catechists and volunteers.
10. Assists each catechist in establishing and implementing their plan for diocesan catechist certification and maintains catechist records.
11. Provides in-services and on-going development opportunities for catechists.
12. Works with the Diocesan Department of Faith Formation and represents the parish at various meetings and conferences pertaining to religious education and/or to administrative development.

13. Cooperate with parish staff members in developing and implementing parish programs and use of the facilities.
14. If applicable, collaborate with elementary school principal to help unify the religious education programs and the Catholic school program.
15. Promote religious education among all segments of the parish community.
16. Provide and monitor, in consultation with pastor and parish finance council, an annual budget.
17. Evaluate the programs to determine strengths, areas of improvement and future needs.
18. Perform any other pertinent duties as assigned by the pastor.

### **III. Qualifications**

- **Education** – a bachelor’s degree in religious education, theology or related field is preferred but not required.
- **Experience** – teaching experience in religious education preferred; the DRE must be living in full sacramental communion with the Catholic Church. This person must be competent in visioning, applying age-appropriate catechetical methods and basic program development as well as exhibit skills in interpersonal communication, collaborative ministry and public speaking.

### **IV. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects. The employee is occasionally required to stand, walk and reach with hands and arms.
2. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

