

St. John the Evangelist
Director of Religious Education
Job Description

The Director of Religious Education (DRE) is responsible for the overall direction of the catechetical programs of St. John the Evangelist Parish. The DRE must be an administrator who organizes and implements the religious formation program. He/She must be a program planner who is able to coordinate the religious education activities to meet the needs of the students enrolled and keep current of the religious education trends. He/She must be able to communicate and relate to people in a professional and confident manner. He/She is an educator capable of guiding catechists in proper teaching techniques and spiritual development.

The DRE position is full time over a 12 month period. He/She will report to the Pastor and must be a practicing Catholic in good standing.

The responsibilities of the DRE may include, but are not limited to the following:

Program Coordinator:

- ❖ Parish Religious Education Programs:
 - Coordinate elementary and junior high programs;
 - Oversee programs of religious formation for the families who choose home schooling;
 - Coordinate programs for special education students (inclusion and access whenever possible);
 - Provide Penance Services for Religious Education students during the seasons of Advent and Lent;

- ❖ Sacramental Preparation:
 - Coordinate programs for adults and children celebrating the Sacraments of Penance, Confirmation and Eucharist;
 - Coordinate sacramental retreat days for students preparing for Confirmation;

- ❖ Implement the Archdiocesan Religion Guidelines and select instructional materials for religious education programs;

- ❖ Coordinate special liturgies and prayer services;

- ❖ Coordinator of the children's choir;

Director and Facilitator:

- ❖ Recruitment and Training of adult volunteers for the parish catechetical ministry;
 - Recruit catechists for religious education programs;
 - Train catechists
 - Encourage participation in Archdiocesan Religion Certificate Programs;
 - Provide professional journals;
 - Hold catechist meetings;
 - Evaluate catechists through class observations;
- ❖ Regular communication with parents;
- ❖ Promote total parish religious education;

Administrator:

- ❖ Maintain records of students, catechists, registration and fees;
- ❖ Develop and administer annual religious education budget;
- ❖ Implement archdiocesan policies and recommendations;
- ❖ Develop annual calendar for religious education programs;
- ❖ Ensure implementation of the Safe Environment Program by assisting in securing the required clearances for staff and volunteers and by supervising the Safe Touch Curriculum;
- ❖ Develop the Religious Education website;

Leader:

- ❖ Develop/evaluate goals and objectives for the religious education programs;
- ❖ As a member of the parish staff:
 - Meet regularly with the pastor to plan and evaluate programs and procedures;
 - Meet regularly with adult volunteers and have an agenda;
 - Attend Parish Advancement Committee meetings;
- ❖ Participate as an active member of the Archdiocesan Association of Parish Directors, Coordinators, and Administrators of Religious Education;
- ❖ Cooperate with the school principal in implementing the religious education program for students in the parish school;
 - Coordinate sacramental preparation programs in collaboration with the principal and teachers;
 - Act as a resource person for religious education curriculum, retreats, and the celebration of liturgies and prayer services for the school community;
- ❖ Provide weekly Church Bulletin articles to update parishioners on what is transpiring in the Religious Education Program;

