

Job Description for Director/Coordinator of Religious Education

The Director/Coordinator of Religious Education is a part-time role at the parish, under the direction of the pastor, responsible for organizing, implementing and managing a Religious Education program for families with children in Kindergarten through Eighth grade, which is intended to nurture the faith lives of the entire family by focusing on the four pillars of the catholic church: Creed; Mass/Sacraments; Prayer; and Christian Living.

- Recruit, support and train catechists and volunteers
- Collaborate with catechists and volunteers to provide engaging lessons and activities to children in grades Kindergarten through Eight.
- Oversee the sacramental preparation of all parish young people for First Reconciliation, First Holy Communion and Confirmation and involve parents through organized meetings, activities and rehearsals.
- Collaborate with the pastor and parish staff to plan and coordinate Youth & Family Masses as well as sacramental liturgies for First Reconciliation, First Communion and Confirmation
- Select appropriate curriculum and materials based on the USCCB and Diocese of Joliet guidelines.
- Organize and implement a yearly class schedule and calendar of events
- Work with the business manager to prepare an annual budget
- Maintain accurate records for students and volunteers per the guidelines of Diocese of Joliet
- Efficient communication with parents, parish staff, BMCS staff and parish at-large about events and activities.
- Provide support, resources and faith formation opportunities to parents
- Encourage and promote a sense of parish community.

Please send a resume and cover letter to our pastor, Fr. Marcin Michalak, at: frmichalak@stjosephbradley.org.