

***Roman Catholic Diocese of Boise  
Cathedral of St. John the Evangelist  
Job Description***

<b>POSITION:</b>	<b>Director of Religious Education (K-5), to include OCIC and Confirmation</b>
<b>APPOINTED BY:</b>	Pastor
<b>RESPONSIBLE TO:</b>	Pastor/Parish Administrator
<b>COLLABORATES WITH:</b>	Parish Staff; School personnel
<b>STATUS:</b>	Full Time (35+ hrs ) Non-Exempt

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***Vision:***

The Director of Religious Education is responsible for creation and implementation of elements of catechesis, evangelization, spirituality, liturgy, justice and service, advocacy and guidance for the children and families of the parish. Programs to include K-5 religious instructional education, First Communion, and Confirmation .

***Definition:***

Rooted in the life of Jesus Christ and his call to discipleship, this minister provides for continuing formation in the Catholic faith by directing and supervising the development of children and family formation and religious education programs at the parish level for children in grades (K-6).

***Primary Function:***

The Director is responsible for providing direction to catechists and volunteers in the following areas of responsibility:

**Faith Formation:**

- Implement the Pastor's vision and philosophy for children and family ministry, and work on internal ministry goal setting and assessment, for religious growth and lifelong learning.
- Establish parish-wide ministry goals in collaboration with the other pastoral staff.
- Research and implement best practices to recruit, orient, train, evaluate and support volunteer catechists and order textbook teaching materials and resources for RE and OCIC programs.
- Serve as the lead agent for special and intergenerational events.
- Manage any English, Spanish and bilingual-speaking Faith Formation programs, including first sacramental preparation.
- Coordinate parent meetings, parent formation in their role as primary catechists, and parent formation for sacramental preparation. Develop opportunities for personal development and faith formation for catechists. Provide opportunities, and work towards, certification for all preschool and elementary catechists.
- Coordinate/organize and make available parent classes while children are in their classes.
- Coordinate with clergy the Sacramental Rites for RE students and Confirmation.
- Develop service projects for children and families to grow in their understanding and appreciation of Catholic Social Teaching.
- Ensure safe learning spaces for Faith Formation. Assure that all catechists and volunteers meet any safe environment requirements. Assure that all safe environment training to be provided to children is provided.

- Plan children's worship where needed, in collaboration with Liturgy Council and other liturgical ministers. Direct the First Communion Masses for English, Confirmation Masses, and Vacation Bible Study in Summer.
- Assist in developing and evaluating curriculum content: supplemental materials, and resources consistent with Diocesan guidelines.
- Attend religious education conferences, an annual retreat, and diocesan programs.
- Perform religious education/faith formation duties as assigned by Pastor.
- Be present and assist in coordinating Sunday RE sessions and substitute teach classes when no replacement catechist is available sometimes multiple classes at once

***Organizational Responsibilities:***

- Oversee the maintenance of programs resources, supplies, and equipment.
- Develop additional resources and be familiar with tools useful in education/formation ministry including audio visual and computer-based resources.
- Maintain student registrations and permanent Sacramental records for Sacraments.
- Cooperate in efforts to communicate with families and students post-sacrament and implement continuing education plans.
- Plan and be present at retreats for Sacramental Preparation, First Reconciliation, First Communion, and Confirmation for English sessions
- Design and publish booklets, programs, worship aids for various religious education events in English
- Establish and maintain regular office hours at the Parish Office so as to be accessible to families
- Collaborate with other youth ministers to establish the RE calendar
- Ensure that the classrooms at St. Joe's that are used for classes are respectfully maintained and cleaned at the end of each session.

***Financial Responsibilities:***

- Prepare the budget for children and family ministry and submit to the Pastor.
- Execute the children and family religious education/faith formation budget and maintain up-to-date files and records.

***Communication Responsibilities:***

- Advocate for children and families.
- Communicate regularly with parents about religious education program, and parental role as leaders of domestic church in English and Spanish
- Promote and publicize the religious education program to the community and promote and publicize parish activities to families.
- Actively welcome and orient new children and their parents to the program.
- Provide outreach to parents.
- Attend all Pastoral Staff meetings, retreats.
- Attend Pastoral, Finance Council, Vocations Committee meetings where requested by the Pastor.
- Maintain an awareness of activities within the church community and assist other ministries in communicating opportunities for involvement in the parish as a whole to parents and families. Work on efforts to build bridges between the Spanish and English-speaking communities.

***Desired Education and Experience:***

- Bachelor's Degree or equivalent experience as well as specific training in current Catholic Theology, Christology, Ecclesiology and pastoral ministry or equivalent.
- Preferred experience includes leadership roles in formation and religious education programs.

***Desired Knowledge, Skills and Abilities:***

Demonstrated skill in administration of parish programs.

- Demonstrated skill in use of Microsoft Office

- Demonstrated communication skills, including public speaking, teaching, and written communication.
- Familiarity with tools useful in education ministry including audio visual and computer-based resources.
- Demonstrated skill in budget administration and financial record-keeping and reporting.
- Demonstrated ability for long range planning and a vision for the future of parish educational programs.
- Demonstrated ability to organize and prioritize.
- Ability to work in a collaborative team effort.
- Volunteer management skills including recruiting, training and supporting.
- Ability to delegate tasks where appropriate.
- Familiarity with the psychology of child learners and effective teaching methods for various age groups.
- Bilingual (Spanish/English) candidates may be given preference, depending upon qualifications, to enhance the collaborative effort between language communities within the parish. Where a candidate is not bilingual/bicultural, the candidate must exhibit a willingness to work with both language communities and have attended or be willing to attend workshops on bilingual and bicultural ministry and awareness.

***Personal Characteristics:***

- Must be an active participant in the work of the Catholic Church, a baptized and confirmed Catholic, and able to partake in the full sacramental life of the Church.
- Demonstrated ease in dealing with people, problems crises; excellent interpersonal skills.
- Demonstrated emotional stability and self-confidence.
- Recognized as organized, hard-working, responsible and careful.
- Experiences with people must demonstrate cooperation, compassion and caring.
- Recognized as imaginative, open, curious, creative and intelligent.
- Aware of and sensitive to a multi-cultural environment.
- Demonstrated spirituality, prayer life, and religious conviction.
- Demonstrated commitment to ongoing formation, education, personal and professional growth.
- A willingness and sense of obligation to inspire the Religious Ed. children in taking an active role in their own faith needs
- Encouraging and supporting the role of parents with various backgrounds and spiritual needs in their efforts
- An active prayer life