

Saint Andrew

Anchored in Faith † Catholic Church and School

DIRECTOR OF RELIGIOUS EDUCATION **Job Description**

The official title and classification of this position is “Director of Religious Education” and it is further classified as an exempt staff position according to the Fair Labor Standards Act (FLSA).

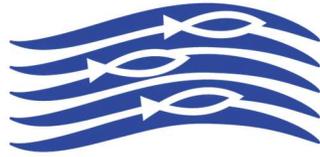
All employees of the church and school are employees of the Church of Saint Andrew. Employment in and by the Catholic Church is substantially different from secular employment. Catholic Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Catholic Church, such that it can embarrass the Church or give rise to scandal.

The purpose of this position is to provide effective leadership, oversight, and management of the Saint Andrew youth and Family faith formation programs, youth ministry programs and the Order of Christian Initiation for Adults and Order of Christian Initiation for Children. The Director of Religious Education is supervised directly by the Parish Administrator and indirectly by the Pastor. The Director provides work direction to the Faith Formation staff. This position also directs, assists and collaborates with the various Religious Education teams and volunteers.

This is a full-time position including nights and weekends when programs are scheduled. Work hours/days are subject to the demands of the position and will vary according to those demands.

I. GENERAL RESPONSIBILITIES OF THE DIRECTOR OF RELIGIOUS EDUCATION

- 1) Conduct oneself in a manner consistent with the faith, morals, teachings, and laws of the Roman Catholic Church.
- 2) Contribute to a productive work environment and promote harmony, good morale, timely communication and cooperative teamwork among all staff members and volunteers as well as members of the parish, in order to realize the parish mission and vision.
- 3) Prepare and submit an annual budget, including income and expense estimates related to all areas of responsibility. Ensure expenditures remain within the annual budget.
- 4) Creates and communicates a work schedule of office hours in collaboration with the Parish Administrator.
- 5) Attends and participates in parish staff meetings, Religious Education team meetings and other parish meetings as requested and regularly communicates with the staff outside of established meetings.
- 6) Manage Faith Formation staff direct reports by providing work direction and guidance. Ensure proper supervision of parish facilities.
- 7) Participate in Diocesan Religious Education functions, meetings and networking groups. Participate in on-going professional development and spiritual formation.
- 8) Demonstrate the ability to perform the duties of the position on a timely basis and with professionalism. Participate in parish-wide activities as required (e.g. Parish Festival).
- 9) Comply with policies and procedures established in the Parish Personnel Manual.



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10) Perform other duties as assigned.

II. SPECIFIC AREAS OF RESPONSIBILITY

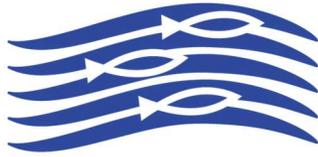
1) Youth Formation & Youth Ministry

- a) Provide leadership, oversight and management of the youth faith formation programs and sacramental preparation programs for First Reconciliation, First Communion and Confirmation.
- b) Recruit, train, and supervise catechists and other volunteers for the Faith Formation programs in accordance with the Church of Saint Andrew and the Diocese of Saint Cloud guidelines and procedures. Provide on-going support and professional and spiritual development opportunities for catechists and volunteers.
- c) Design/select and implement age-appropriate curriculum for catechetical and spiritual growth using a variety of educational strategies.
- d) Ensure that teaching materials, calendars, schedules and communication are provided to catechists and volunteers on a timely basis.
- e) Evaluate the curriculum and supplemental activities to ensure the needs of the students and standards set by the diocese are met.
- f) Ensure that accurate student records are maintained and that information remains confidential as appropriate.
- g) Infuse the Parish vision statement - *Building the kingdom of God here and now by the witnessing of a lived faith* within the faith formation program and establish goals, objectives and strategies to do so.
- h) Oversee youth programming such as Totus Tuus, Vacation Bible School, youth camps and retreats.
- i) Design and implement post Confirmation Program/Spiritual growth opportunities.
- j) Recruit/Evangelize non-participating youth to participate in the parish youth programs and activities.
- k) Correspond regularly with parents and students and encourage the parents' role as primary educators of their children.

2) Adult Education

- a) Lead adult programming for the family faith formation experience. Recruit and identify volunteers and leaders for these programs.
- b) In collaboration with the Pastor, identify and organize speakers, retreats and other programming for parish adults to deepen the spiritual life of the community.
- c) In collaboration with the Pastor, oversee programs for the Order of Christian Initiation for Adults. Recruit, train and support volunteer leaders for these initiatives.

Note: The responsibilities listed above are intended to be representative and not all-inclusive and are not listed in any particular order of importance.



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III. PHYSICAL DEMANDS AND WORKING CONDITIONS

- 1) Climbing stairs, ability to lift and carry objects up to 40 pounds.
- 2) Office setting. Operating office equipment including the use of technology tools and resources.
- 3) Position may require travel to diocesan events and other meetings/workshops. Requires evening and occasional weekend work based on the scheduling of programs and activities.

The physical demands and working conditions listed above are considered essential to the performance of the position.

IV. QUALIFICATIONS

- 1) The Director of Religious Education must live and actively practice the Roman Catholic faith.
- 2) Bachelor’s Degree in Theology, Religious Studies, or related field is required. Master’s Degree is preferred.
- 3) 3-5 years experience in leading parish catechetical ministry. Previous supervisory experience is preferred.
- 4) Must possess interpersonal and communication skills to successfully collaborate as a parish staff member and in working with a variety of volunteers.
- 5) Must be computer literate and capable of learning/using new technology.
- 6) Must adhere to the requirements of the Diocese of Saint Cloud by passing the staff background check, reading and signing the “Sexual Misconduct Policy” and “Ethics and Integrity Policy”, and completing the required safe environment training.

Incumbent Signature _____ Date _____

Administrator’s Signature _____ Date _____