

St. James the Just Catholic Church

Diocese of Salt Lake City

495 North Harrison Boulevard • Ogden, Utah 84404

Position Description

Position: Director of Religious Education (DRE)

Reports To: Pastor

Employment Status: Part-Time

Position Summary

St. James the Just Catholic Church is seeking a faith-filled, practicing Catholic to serve as our part-time Director of Religious Education (DRE). Working under the direction of the Pastor, the Director of Religious Education is responsible for planning, coordinating, implementing, and evaluating the parish's catechetical and sacramental preparation programs for children and families in accordance with the teachings of the Catholic Church and the policies of the Diocese of Salt Lake City.

The Director works collaboratively with parish staff, volunteers, parents, catechists, and parish organizations to foster lifelong faith formation, support family discipleship, and help children encounter Jesus Christ through the sacramental life of the Church.

This is a part-time position, generally based in the parish office with evening and weekend responsibilities as required by the ministry.

Essential Responsibilities

The Director of Religious Education is responsible for:

- Directing and overseeing the parish Religious Education program.
- Developing and implementing curriculum that complies with diocesan guidelines.
- Preparing the annual Religious Education calendar.
- Recruiting, training, certifying, mentoring, and evaluating catechists and classroom assistants.
- Maintaining accurate student, sacramental, and program records.
- Ensuring compliance with diocesan and parish policies, including Safe Environment requirements.
- Developing opportunities for family faith formation and ongoing catechesis.

Program Responsibilities

Children's Catechesis (Kindergarten through Fifth Grade)

- Coordinate all elementary Religious Education classes.
- Recruit, train, certify, and support catechists.
- Ensure catechists complete diocesan certification requirements.
- Coordinate Children's Liturgy of the Word as appropriate.

First Reconciliation and First Holy Communion

The Director coordinates sacramental preparation for children and families by developing diocesan-aligned curriculum and schedules, collaborating with the Pastor and/or Diocese, providing parent formation as needed. The Director also organizes all retreats, rehearsals, and

liturgies for First Reconciliation and First Holy Communion, while maintaining complete and accurate sacramental records and required documentation.

Confirmation Preparation

The Director develops curriculum and calendars, recruits and supports catechists, coordinates parent and sponsor meetings, organizes retreats and service opportunities, oversees documentation, and works with the Pastor and Diocese to prepare for the Confirmation liturgy.

OCIA for Children (Age Seven and Older)

The Director coordinates formation adapted for children, develops curriculum and schedules, works closely with catechists and parents, prepares children for Baptism (when applicable), Confirmation, and Eucharist, and ensures all diocesan policies and sacramental requirements are fulfilled.

Qualifications

Ecclesial & Faith Requirements

- A practicing Catholic in good standing, fully aligned with the teachings of the Roman Catholic Church. In full communion with the Church.
- Demonstrates a vibrant personal faith and a commitment to evangelization, catechesis, and parish ministry. Catholic faith commitment.

Professional Experience

- Minimum of four (4) years of experience in Religious Education, catechetical ministry, education/working with youth, Catholic education, youth ministry, or related pastoral ministry.
- Equivalent ministry experience may be considered; candidates may demonstrate qualifications through relevant coursework, diocesan certification, ministry formation, or substantial experience working with children and youth in Catholic or other faith-based settings.

Preferred Qualifications

- A Bachelor's degree in Theology, Religious Education, Pastoral Ministry, Education, or a related field or Catechetical certification, or diocesan formation.
- Experience directing parish Religious Education, sacramental preparation, or other faith formation programs.
- Experience working with children, youth, families, and volunteers in a parish or Catholic school setting.

Employment Requirements

The successful candidate must:

- Successfully complete a fingerprint-based criminal background check.
- Maintain current Safe Environment certification through the Diocese of Salt Lake City.
- Be legally authorized to work in the United States.
- Demonstrate integrity, professionalism, and confidentiality in all parish matters.

How to Apply

Interested candidates should submit: Completed Employment Application, Current Résumé, and Three references to St. James the Just Catholic Church or email: stjames_secretary@comcast.net.