

## COORDINATOR OF RELIGIOUS EDUCATION

### **Position Summary**

Primary responsibility for coordination and oversight of the parish religious education program at the elementary level and preparation for First Reconciliation and First Eucharist. Secondary responsibility for general support of RCIA and other Faith Formation events and programs.

**Supervised by:** Director of Faith Formation

**Type:** Non-Exempt

### **Duties and Responsibilities** (to include but not limited to)

- Assists Director of Faith Formation (Formation) in planning and budget for all areas of Religious Education (RE) and sacramental preparation for Reconciliation and Eucharist (R&E Prep)
  - Conducts annual inventory of program supplies and recommends order of books and supplemental resources
  - Researches prices and order dates from publishers
  - Maintains inventory of all RE and R&E Prep resources, submitting written requests when supplies run low (e.g., pencils, paper, chalk, dry erase board supplies, etc.)
- Maintains resources for RE and R&E Prep
  - Ensures Formation Center is clean and rooms have appropriate resources (e.g., tables, chairs, pencils, colors, posters on wall, prayer table resources, etc.)
  - Creates display of resources for catechists in advance of potential need (e.g., display of Advent resources in early November)
  - Is point-of-contact for catechists to request resources (e.g., copies of activities, reservation of chapel, etc.)
  - Escalates request for repairs as needed (e.g., for A/V equipment)
  - Provides folders for each session with necessary documents/resources (e.g., class attendance sheet)
  - Opens and closes all rooms, as appropriate, for the various sessions
  - With Director and master catechists, creates syllabi for all classes and train catechists, as appropriate
  - Posts resources (or make available to web master) to the parish website
- Maintains parish records for catechists and other volunteers in RE and R&E Prep
  - Maintains Volunteer folders
  - Updates Catechist list for Safe & Sacred status
  - Updates Parish Data Systems
- Coordinates catechists, aides and other volunteers (e.g., security) for RE and R&E Prep sessions
  - Monitors sufficient number of catechists/aides and security per Safe & Sacred standards
  - Contacts substitutes, as appropriate, for openings/absences
  - Tracks attendance at session
  - Informs and follows-up for Safe & Sacred – both initiating a background check and the training and the renewals

- Maintains parish records for families and students in RE and R&E Prep
  - Supports update/creation of registration forms
  - Maintains inventory of registration forms and makes available as appropriate
  - Receives registration forms and resolves questions relating to RE and R&E Prep
  - Makes class assignments for RE and R&E Prep
  - Informs Youth Ministry and RCIA staff, as appropriate, of registrations that are for Youth Ministry and RCIA
  - Ensures paper files in office and in Formation Center are in proper order
  - Maintains Parish Data System database (PDS)
  - Escalates any and all exceptions to Director for evaluation and approval of solution (e.g., parent who wants to homeschool)
- Reconciliation and Eucharist
  - Coordinates specifics for Reconciliation services (e.g., signs for priests, worship aids, etc.)
  - Coordinates specifics for First Eucharist masses
    - Arranges photographer
    - Oversees the various mass celebrations (i.e., students per mass, catechist/volunteers at each mass, review before mass, etc.)
  - Supports Reconciliation and Eucharist Student/Adult workshops
    - Participates in planning sessions and creating resources
    - Helps with room set-up and clean-up
    - Helps lead session, as appropriate
  - Creates and distributes First Communion certificates
  - Provides information for sacramental registries
  - Enters sacrament information in PDS
- Catechist formation
  - Participates in planning sessions and creating resources
  - Helps with room set up and clean-up
  - Helps lead session, as appropriate
  - Identifies and helps train master catechists who can mentor other catechists
- Engagement of parents in their children's faith formation
  - Contributes in planning of programs and events that help parents in their role as primary catechists
  - Supports events and programs, as appropriate
- Oversees Vacation Bible School
  - Working with Youth Ministry leader, recruits a leadership team and sets a schedule to organize the program's events
  - Determines the dates and theme for the VBS program
  - Determines job descriptions for each of the key leadership roles, including promotion, snacks, registration, playground, crafts, music, opening and closing assemblies, toddler program etc., and delegates tasks to members of the leadership team
  - Determines dates for and facilitates leader/helper training sessions
  - Ensures all adult leaders adhere to Safe & Sacred policies

- Oversees promotion plan and registration procedures and deadline
- Manages financials, including budget plan and determining donations needed (e.g., supplies, decorations, snacks, etc.)
- Ensures health and safety standards and first aid procedures
- Orders tee shirts and oversees distribution
- Determines follow up strategies for participants as well as leaders/helpers
- During VBS, oversees all of the activities and assists with discipline and first aid incidents
- Organizes daily volunteer meetings/prayers during VBS week
- Determines feedback plan (i.e., from parents and volunteers) and organizes summary results
- Organizes notes as support for the next year's VBS

### **General**

- ◆ Attends meetings of Parish Staff
- ◆ Continues growing by participating in appropriate training approved by Director of Faith Formation
- ◆ Keeps open lines of communication with other members of the Parish Staff regarding any items of concern or interest

### **Qualifications**

- Successful completion of Safe & Sacred
- Practicing Roman Catholic, active in the parish faith community
- High school diploma or GED required. Bachelor's degree preferred. Related education and experience to perform basic religious education responsibilities required
- Must seek ongoing formation in Religious Education and Faith Formation
- Must have strong communication, interpersonal, and technology skills with a solid working knowledge of Microsoft Word, Excel, and PowerPoint
- Able to learn and effectively maintain records in Parish Data Systems, using it as system of record
- Bilingual English/Spanish required
- Motivated, self-starter, able to multi-task and manage multiple priorities
- Able to work independently and in a multicultural environment
- Able to honor and maintain confidentiality
- Able to work and maintain positive relationships with co-workers, families, and children

### **Working Conditions**

- Able to lift 35 pounds without assistance and up to 50 pounds with assistance
- Able to sit and perform computer work for lengthy periods of time; use of computer keyboards that require repetitive hand and wrist movements
- Significant amounts of time regularly spent answering and speaking on the telephone and corresponding via email with parishioners and other interested parties
- Position entails frequent evening and weekend work