DIRECTOR OF RELIGIOUS EDUCATION

Position Description

Updated on August 3, 2016

Employment Information

<table>
<thead>
<tr>
<th>Employment Date</th>
<th>Full Time</th>
<th>Exempt</th>
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<tr>
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<td>Employment Category</td>
<td>FLSA Classification</td>
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<td></td>
<td>Semi-Monthly</td>
<td>Varied Schedule</td>
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<td></td>
<td>Pay Frequency</td>
<td>Scheduled work week</td>
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Job Information

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<th>Job Date</th>
<th>Director of Religious Education</th>
<th>Catechetical</th>
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<tbody>
<tr>
<td></td>
<td>Job Title</td>
<td>Program Name</td>
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<td></td>
<td>St. Peter the Apostle</td>
<td>Rev. Manuel Holguin</td>
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<td>Entity Name</td>
<td>Supervisor</td>
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The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the Director of Religious Education are:
The Director of Religious Education administers a parish catechetical program and provides leadership to assist the parish community in building a solid foundation of catechetical ministry.

Job Duties

A. Administrative Duties
   1. Organize, schedule & oversee religious education program for pre-school thru 12th grade.
   2. Prepare, schedule sacramental programs and worship services for students and parents.
   3. Order textbooks, teaching materials and resources for the program.
   4. Prepare an annual budget for the Pastor and monthly financial updates.
   5. Prepare a yearly calendar; present to the pastor for approval by the May meeting.
   7. Support and endorse diocesan and parish board policies.
   8. Revise RE and Catechist Handbooks as needed and present to Board at May meeting.

B. Supervisory
   1. Provide support and supervision for the Assistant Coordinators of Religious Education (Children and Youth, RCIA, Adults).
   2. Provide support and supervision for stipend personnel to include:
      a. Directors of Vacation Bible School
3. Assist the Assistant Coordinators in recruiting volunteer catechists, office assistants, and hall monitors for the program and appropriate in-service training and formation for them.
4. Identify and support the training for catechists at each grade level.
5. Counsel, advise, & visit with students, parents & teachers when classroom problems arise.
6. Provide resources and supervise RCIA process.
7. Provide resources and programs for Adult formation

C. Spirituality and Prayer Leadership
   1. Prepare and preside at para-liturgical celebrations for students.
   2. Coordinate and plan with pastor sacramental rites for RE students.

D. Staff Responsibilities
   1. Work with Assistant Coordinators to integrate the total parish religious education program.
   2. Meet regularly with parish staff for planning and coordination of parish programs.
   3. Work with Youth Minister to coordinate RE/Youth ministry activities RCIA and Adult Programs.
   4. Coordinate with School Principal on availability of school facilities.

E. Responsibility for Quantifiable Measures
   1. The Director of Religious Education is responsible for submitting/overseeing annual RE budget
   2. The Director of Religious Education supervises CRE, Youth Minster, RCIA and Adult programs staff and volunteers.

Qualifications
A. Skills, Knowledge and/or abilities
   1. Demonstrate capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills.
   2. Participate in ongoing formation and educational opportunities to keep current on trends in catechetical ministry.
B. Education, Training and/or Experience
   1. BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
   3. Proven participation and continuing updating of the Safe Environment Program sponsored through the diocese.

Working Conditions:
This position entails frequent evening and weekend work.

Signatures:

_________________________________  ______________________________________
Employee                                          Supervisor

_________________________________
Date