"The heart of catechesis is a person, Jesus, who is the way, the truth, and the life."- Blessed Pope John Paul II, *Catechesi Tradendae*, 5.2

|  |  |
| --- | --- |
| **Accountability:**  | Reports to Pastor |
| **Supervisory Responsibility:**  | None or Supervisor |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.  |
| **Hours:**  | Full-time or Part-time  |
| **General Summary:** | Furthers the mission of the Catholic Church by directing the religious formation programs for children and youth in the parish. This position promotes a lifelong faith development journey by instilling the tenets of the Catholic Church through Sacramental preparation and ongoing catechetical formation.  |

**Principal Duties and Responsibilities**

* Organize, schedule, teach, and oversee religious education program for adults, youth, and children.
* Develop sound catechetical programs which meet the needs of the parishioners. Plan, implement, and evaluate the parish catechetical programs.
* Prepare an annual budget and yearly program calendar for approval. Provide monthly updates to pastor and [parish committees].
* Implement diocesan and parish catechetical policies and guidelines, including catechist certification and policies related to the protection of children and youth.
* Provide support, supervision, and evaluation for all Religious Education personnel and volunteers.
* Recruit qualified and certified catechists and other volunteers to teach.
* Establish and maintain a competent religious education staff by providing formation programs and meetings for volunteer catechists.
* Counsel, advise, and meet with students, parents, and teachers when problems arise.
* Partner with the worship committee and pastor to plan liturgical celebrations and sacramental rites for students.
* Maintain the necessary records pertaining to the various religious education programs and personnel.
* Collaborate with pastor and education commission to set long range goals for the total religious education of the parish community.
* Attend regional and diocesan meetings, conventions, and workshops concerning religious education. Engage in personal faith formation opportunities.
* Serve as a resource on catechetical matters such as current trends, instructional materials, and in the development of policies.

The pastor will review the performance of the DRE annually in terms of success of the program and fulfillment of the duties stated herein. This evaluation is to be presented to the Diocesan Director of Catechesis through a formal written statement in accordance with Diocesan Policy #4117.1. In consultation with the Diocesan Director of Catechesis, the DRE will organize and coordinate a periodic review of the entire parish faith formation effort for adults, youth, and children.

**Knowledge, Skills, and Abilities**

|  |  |
| --- | --- |
| Education: | Bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.  |
| Experience: | Minimum of two years of experience as a catechist or involvement in other parish ministry required. Must have stayed current on trends in catechetical ministry.  |
| Require: | Proven participation in the diocesan Virtus Safe Environment program. Must pass criminal background check. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required throughout the school year. Weekend work is required.  |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.