

Job description for Director of Religious Education and Youth Minister for Holy Family Parish

Requirements:

- Fully initiated and practicing Catholic, living in sacramental union with the Catholic Church (Attendance at parish weekend Masses)
- Good knowledge about Catholic church teachings (e.g. Catechism)
- Organization skills for a Religious Education program at multiple church sites
- Computer proficiency (word processing, graphics, spreadsheets, online meetings)
- Knowledge of social media platforms
- Able to lead small and large group discussions and speak in public
- Willing to work on weekends and evenings as needed
- Good communication skills

Responsibilities:

1. Coordinates children's faith formation program: K to Grade 8
 - a. Purchases materials/supplies and books
 - b. Recruits and trains catechists
 - c. Supervises catechists and others as needed
 - d. Responsible for filling in for catechists as needed
 - e. Coordinates and plans the Reconciliation and First Eucharist programs
 - f. Coordinates and assists with the Confirmation program
 - g. Assist and organize summer programs (VBS or Totus Tuus)
 - h. Prepares the yearly RE calendar
 - i. Sets the budget for the RE program, in consultation with the pastor and business manager
2. Safe Environment Coordinator for the parish (CMG Connect)
 - a. Ensures compliance by all who are required by the diocese (training, background check, screening)
 - b. Submits audit and other requirements of the diocese
3. Oversee baptism preparation classes
 - a. Communicates with the catechists
 - b. Liaisons with the pastor for any needs in this regard
4. Communicates with the pastor and parish regularly
 - a. Keeps pastor updated on the RE program
 - b. Keeps the RE news up-to-date in the bulletin
 - c. Conducts RE meetings at least bi-monthly
 - d. Gives a report at the Parish Council meetings
 - e. Keeps parents informed on a regular basis as regards the RE program
 - f. Communicates and coordinates with pertinent Diocesan offices
5. Parish Youth Ministry Components
 - a. Plan, organize and facilitate regular middle and high school youth group gatherings, bible studies etc.
 - b. Involve middle/high school youth into the life, mission and work of the Parish, calling forth their gifts, talents and abilities to form intentional disciples.
 - c. Coordinates with Confirmation class teacher(s)
 - d. Recruit an adult core team to support high school and middle school youth ministry.
 - e. Work with the Parish Faith Formation team to create a year-round plan for retreats and seasonal gatherings of middle and high school students (NCYC, ICYC, Totus Tuus/summer program)

For more information, contact Fr. Benjamin Snyder: snyderb@diodav.org