**Director of Religious Education Role Description**

I. ROLE IDENTITY

Title: Director of Religious Education

Status: Non-Exempt

Accountable to: Pastor

II. ROLE DESCRIPTION

The Director of Religious Education is the administrator of a total parish religious formation program responsible for designing, developing, directing and evaluating personnel and resources. The Director of Religious Education provides leadership which assists a parish community in building a solid foundation for religious education at all age levels.

III. ROLE RESPONSIBILITIES

A. **DESIGNING**

Designs total religious education programs which promote on-going formation and learning for all age levels, informed by the Catechism of the Catholic Church, National Catechetical Directory, Diocesan Guidelines, Parish Mission Statement, and contemporary culture.

1. Articulates a vision/direction for the total parish religious education/formation programs and personnel.

2. Articulates goals, objectives and action plans for the total religious education program.

3. Conducts needs assessments in the parish regarding religious education/formation.

4. Designs religious education/formation programs which meet the needs of the parish community.

5. Develops individualized programs for parishioners with special religious education/formation needs.

6. Critiques insights from current catechetical literature and appropriately integrates those into program planning.

7. Pursues further education and professional development.

B. **DEVELOPING**

Develops a coordinated approach toward total parish religious formation, i.e. faith development through catechesis on all age levels.

1. Recruits, provides training, supervises and evaluates religious education personnel.

2. Maintains on-going open communication with the pastor, school principal (if the parish has a Catholic School), other parish staff members, Education/Formation Commission, Parish Pastoral Council, Diocesan Office of Catechesis.

3. Develops and operates within a budget approved by the Parish Pastoral Council.

C. **DIRECTING**

Directs the formation, implementation and on-going management of the total parish religious formation programs.

1. Identifies and empowers lay leadership within the parish community to coordinate various program components.

2. Adapts programs, personnel, resources as needed by changes which occur.

3. Builds a library of resources for the catechists in the parish. (This includes written, A-V media, and personnel.)

4. Collaborates with other parish groups which utilize the same physical space and environment.

6. Coordinates various liturgical/sacramental celebrations and prayer experiences with appropriate parish leadership.

D. **EVALUATING**

Evaluates the religious formation program in relationship to the parish mission statement, goals, objectives and action plans.

1. Evaluates the total religious education in the parish at all levels - catechists, coordinators, participants, resources.

2. Makes appropriate changes to any aspect of the program following evaluation and feedback.

IV. AREAS OF RESPONSIBILITY

The Director of Religious Education position requires frequent evening and week-end work.

The Director of Religious Education could be responsible for the following areas of catechesis in a parish. Depending on the size of the parish, part-time coordinators may need to be hired to assist the Director of Religious Education . No single individual could be expected to administrate all of these areas.

* + - Pre-School Religious Education
    - Elementary Religious Education
    - High School Religious Education
    - Adult Religious Education
    - Catholic School Religious Education w/Principal of School
    - Sacramental Preparation (Baptism, Eucharist, Confirmation, Reconciliation)
    - Special Religious Education (SPRED)
    - Rite of Christian Initiation of Adults (RCIA)
    - Youth Ministry
    - Vacation Bible School
    - Liturgy of the Word for Children
    - Family Religious Education
    - Evangelization efforts
    - Catholics Returning Home, or other returning Catholics processes

V. SCOPE OF RESPONSIBILITY (MEASURABLE)

1. The Director of Religious Education is responsible for:

• Monitoring a budget of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

• Supervising a paid staff of \_\_\_\_ persons.

• Supervising a volunteer staff of \_\_\_\_ persons.

VI. PERSONAL AND PROFESSIONAL REQUIREMENTS

A. **PERSONAL QUALITIES**

The effective Director of Religious Education needs to be:

1. a person of faith and prayer, actively participating in Roman Catholic worship and able to articulate that faith.

2. able to relate to peers and authority.

3. a person able to integrate academic learning with pastoral experience.

4. able to articulate vision and motivate others to participate in realizing that vision.

5. a self-starter, exhibiting confidence.

6. able to delegate and empower catechists and parents with their appropriate roles.

7. participating in on-going spiritual formation (spiritual direction, faith-sharing groups, prayer groups, annual retreat, etc.).

8 taking on-going educational opportunities.

9. able to work with a team of people collaboratively

1. able to supervise and give feedback to paid staff and volunteers

B. **KNOWLEDGE AND COMPETENCIES**

1. The Director of Religious Education is expected to have or be working toward attaining a Master of Arts in Theology, Religious Education, or a related theological field.
2. The Director of Religious Education should have completed or be working on completing the Parish Catechetical Leadership Institute offered through Saint Meinrad Seminary and School of Theology.