



Saint Joseph Catholic Church

Position Description (PD)

1. POSITION IDENTIFICATION

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| Position Title | Director of Religious Education | Today's Date | August 2017 |
| Name | | Supervisor | Pastor |
| X | Full-Time (30+ hrs.) | | Part-Time (Less Than 30 hrs.) |

2. GENERAL SUMMARY

The Director of Religious Education, as a member of the Pastoral Team, furthers the mission of the Parish through oversight of the process that includes both Christian initiation and ongoing formation for the Christian life. The Director of Religious Education works to support and encourage the conversion and growth in faith of all parishioners, as individuals and in community, by providing opportunities for all age groups to hear the Gospel, to celebrate our sacramental life in Christ, and to live as disciples in the world. This is done in collaboration with the Pastor and other members of the Pastoral Team.

3. DUTIES AND RESPONSIBILITIES

Responsibility 1: Direct and Coordinate Christian Initiation for Adults & Children

- RCIA
- Welcome inquirers and describe the process to them
 - Maintain regular personal contact with each person preparing for the sacraments of initiation, including those baptized Christians who are preparing to make a profession of faith
 - Invite, train, and lead team responsible for preparation of persons of adult age
 - Invite and train catechists responsible for preparation of children and youth
 - Direct the selection of godparents and sponsors, and train and mentor them
 - Coordinate and assist with the Rites, in collaboration with others on the Pastoral Team
 - Oversee and manage the time-line, including Pre-Catechumenate, Catechumenate, Purification and Enlightenment, and Mystagogy
- Youth Confirmation
- Oversee administration and preparation of all eligible St. Joseph School students and parish CCD students
 - Collaborate with Director of Youth Ministry, and school and CCD catechists in the planning and execution of Confirmation liturgy and preparatory formation
- Adult Confirmation
- Invite and provide formation for baptized Catholic adults not yet confirmed
 - Collaborate with others on the Pastoral Team and the appropriate catechists regarding the preparation for, planning of, and execution of the Rites of First Reconciliation and First Eucharist, as appropriate
 - Coordinate participation in the Diocesan Liturgy of Adult Confirmation
- Sacramental Preparation for Children
- Coordinate family and godparent preparation for infant baptism (including scheduling of baptisms)
 - Support catechists at Saint Joseph Grade School and in the parish CCD program in the preparation of second-grade students for First Reconciliation and First Eucharist
 - Collaborate with catechists at Saint Joseph Grade School and in the parish CCD program in the formation of the parents of second-grade students preparing for First Reconciliation and First Eucharist
 - Collaborate with Director of Music and Liturgy and appropriate catechists on planning and execution of Rites of Infant Baptism, First Reconciliation, First Eucharist, and Confirmation

Responsibility 2: Adult Faith Formation

- Work with parish groups to identify, plan and execute adult faith formation opportunities (Retreats, Parish Missions, Speakers, Bible Studies)

- Plan and implement other programs of adult faith formation (especially those related to the liturgical seasons such as the Advent Bible Study and the Lenten Faith-Sharing Groups)
- Identify, purchase and make available materials for adult formation
- Provide parish-wide catechesis about the teachings of the Church

Responsibility 3: Children, Youth, and Family Ministry

- Work with parish groups to identify, plan and execute faith formation opportunities for children, youth, and families
- Plan and implement other programs of faith formation for children, youth, and families (for ex. according to Liturgical season)
- Identify, purchase and provide materials which contribute to child, youth, and family formation
- Collaborate with Director of Youth Ministry in providing faith-formation opportunities for youth
- Coordinate and supervise Vacation Bible School

Responsibility 4: Direct Children's Catechetical Development (CCD) Program

- Oversee registration of families. Order materials. Prepare and maintain classrooms. Understand and implement diocesan Safe Environment policies and procedures. Create CCD handbook. Set calendar. Update and maintain CCD portion of parish website (in collaboration with Director of Marketing and Communications). Prepare Sacramental certificates. Maintain file of relevant documentation.
- After prior consultation with the Pastor, recruit qualified adult volunteers to serve as classroom catechists. Oversee catechist formation. Offer catechist support and assistance as needed.
- Prepare liturgies/prayer services including Opening Prayer Service, Advent and Lent Reconciliation Services, Stations of the Cross, Rosary, etc. Coordinate annual church tour. Coordinate service opportunities as deemed appropriate.
- Encourage parental involvement. Keep parents informed via meetings, handouts, mailing, email/phone, contact. Track attendance of each student and contact parents when necessary regarding attendance of their child. Provide opportunities for parent formation.

Responsibility 5: Provide Pastoral Leadership to Christian Formation Commission

- Provide support, vision, and leadership to the Christian Formation Commission
- Schedule and chair monthly Christian Formation Commission meetings
- Guide and support ministries that fall within the purview of the Christian Formation Commission
- Develop and expand Commission membership in consultation with Pastor

Responsibility 6: Administrative Duties

- Coordinate all Christian Formation documentation related to initiation (i.e. certificates, registration, etc.)
- Coordinate Christian Formation administrative duties including composition and submission of pulpit and bulletin announcements, bulletin inserts, letters, e-mails, etc.
- Maintain communication and a positive working relationship with the Diocese
- Attend meetings of the Pastoral Team and report on all areas of Christian Formation
- Update Christian Formation portions of parish website

4. EDUCATION, TRAINING AND SKILLS

a. Formal education **essential** to accomplish the position's duties and responsibilities.

*Bachelor's degree required (background in theology preferred). Advanced degree in ministry preferred.
For Initiation Ministry: significant training in Christian initiation through additional sacramental study, liturgical study or participation in North American Forum on the Catechumenate training sessions, preferred.*

b. Officially recognized certificates or licenses **necessary** for this position.

None

c. **Required** special knowledge, abilities or skills.

- *In general, the Director of Religious Education must be conversant in Church teaching, must have an abiding love of the Church as People of God and as Institution, and must have a collaborative spirit.*
- *For Initiation Ministry and Children, Youth, and Family Ministry: The Director of Religious Education should be able to relate to a variety of individuals of various ages and stages in life in a creative and understanding manner. He/She should understand and have some experience in various types of catechesis for children and adults, from those preparing for baptism to those who are fully-initiated.*
- *For adult formation: The Director of Religious Education should be familiar with levels of faith development and methods of adult catechesis and formation.*

5. EXPERIENCE

| <i>Experience</i> | <i>Minimum Time Requirements (Indicate months or years)</i> |
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| <i>Some prior experience in ministry should be expected.</i> | 1 year |

6. CONTACTS

| | <i>Title of Person or Group</i> | <i>Purpose of Contact</i> |
|--|---|--|
| Within Parish/School (person or group affiliated with St. Joseph) | Pastor | Communicate regarding vision and direction of Christian Formation; communicate regarding information about persons being initiated; communicate progress and development of various groups and projects; consult regarding commission membership and volunteers. |
| | Other Parish Associates | Coordinate baptism and Initiation liturgies; collaborate on projects and/or events. |
| | Director of Music and Liturgy | Collaborate Initiation Rites, baptisms; any other liturgical event; seek input and provide same for some liturgy planning. |
| | School Principal and Teachers | Communicate regarding students who may be initiating or preparing for reception into the Church; talk to students in class about Sacraments of Initiation; collaborate on formation for parents of children receiving sacraments; provide support to catechists. |
| | Director of Youth Ministry | Communicate regarding youth interested in being initiated or received into the Church; collaborate through participation on Christian Formation Commission. |
| | Parishioners | Cultivate and maintain relationships with parishioners essential to accomplishing all of the above. |
| | Non-parish School Parents | Communicate regarding non-Catholic children who wish to be initiated or received into the Church. |
| Outside Parish/School (person or group not affiliated with St. Joseph) | Diocese of Ft. Wayne-South Bend | Direction; support |
| | Other Catholic parishes in diocese | Guidance; support; networking |
| | Professionals and Theologians associated with other Catholic institutions | Presenting events for adult formation |
| | Other initiation and liturgical ministers throughout the U.S. | Networking |

7. PROCEDURES / GUIDANCE AVAILABLE

- Follow standard guidelines and procedures. Refer most problems to supervisor.
- Function independently in order to accomplish assigned projects. Refer unusual problems to supervisor.
- Recommend or make major policies for the Parish.

8. SUPERVISION OR DIRECTION EXERCISED

Do you supervise the work of others? Which positions and how many people?

9. ADDITIONAL COMMENTS BY EMPLOYEE OR SUPERVISOR

Attend and participate in Pastoral Team meetings.
Schedule regular (4-6 weeks) supervision meetings.
Oversee and manage budget in applicable areas.
Develop/Maintain Christian Formation portion of parish website.

10. SIGNATURES

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| Signature | | | | |
| Print Name | | Fr. Kevin Rousseau, C.S.C. | | Fr. Kevin Rousseau, C.S.C. |
| | <i>Employee</i> | <i>Supervisor</i> | | <i>Pastor</i> |