

WHAT DOES YOUR PARISH JOB DESCRIPTION INCLUDE?

DEVELOPING A JOB DESCRIPTION

- A. Check the things you think a catechetical leader in religious education should do for a parish.

ADMINISTRATOR

- _____ Be the leader or head person of formal religious formation programs in the parish
- _____ Implement policies passed by the parish religious education board
- _____ Be resource person regarding religious education to the staff of the parish (clergy, principal, other professionals hired by parish)
- _____ Assess needs and interests of parish communities
- _____ Plan, organize programs
 - _____ early childhood program
 - _____ elementary program
 - _____ junior high program
 - _____ high school/confirmation
 - _____ young adults (married & single)
 - _____ intergenerational adult formation
 - _____ sacramental programs
 - _____ baptism
 - _____ first penance
 - _____ first communion
 - _____ marriage preparation
 - _____ sacrament of the sick
- _____ Participates in evaluation of parish religious formation programs
- _____ Recruits catechists
- _____ Places catechists in grade levels
- _____ Supervises catechists
- _____ Reports regularly to the Pastor
- _____ Submits budget and be accountable for income and expenditures
- _____ Guides development and operation of resource center for religious formation
- _____ Facilitates the building of community among catechists
- _____ Participates in the worship life of the parish
- _____ Is a member of the pastoral council

MINISTRY

- _____ Visit families
- _____ Participate in outreach ministries of the parish
- _____ Be a minister of the Eucharist (church and to the sick)
- _____ Be a member of the parish liturgy committee
- _____ Be a lector

CONSULTANT

- _____ Evaluate textbook series
- _____ Provide media resources
- _____ Plan and evaluate curriculum
- _____ Provide outside resource people as needed
- _____ Provide catechists with opportunities for continuing enrichment
- _____ Provide catechist formation

PUBLIC RELATIONS

- _____ Participate in community/civic activities
- _____ Participate in ecumenical activities
- _____ Participate in diocesan activities (meetings, committees, etc.)
- _____ Maintain membership in professional association

OTHER FUNCTIONS NOT MENTIONED

B. Using what you checked above please prepare a job description using the format below:

JOB DESCRIPTION

- POSITION:** (Title of the position)
- STATUS:** Full time, salaried
Part time, salaried
Part time, hourly etc.
- REPORTS TO:** (who is the supervisor – pastor, associate, etc.)
- GENERAL:** (a summary statement about the position)
- SPECIFIC:** (a listing of the specific requirements of the position in regards to:
- | | |
|-----------------------|-----------------|
| Sacramental Program | Overall Program |
| Secretary | Finances |
| Other – Calendar etc. | |

See Sample Provided



JOB DESCRIPTION

POSITION: Director of Religious Education Program

STATUS: Full-time; salaried

REPORTS TO: Pastor or his delegate

GENERAL: The Director of the Office of Religious Education works with the clergy, school staff, and other parties in _____ Parish to see that formal religious education and formation happen in the parish. This is accomplished through specific programs and in collaboration with the archdiocesan office.

- SPECIFIC:**
1. Manage Office: To include preparation of the calendar; all budgeting and supply needs; supervision of paid and volunteer staff.
 2. Provide qualified volunteer catechists/aides to instruct youth in programs
 3. Provide inservices and training for volunteers: catechetical, spiritual, fingerprinting, VIRTUS etc.
 4. Member of Parish Staff – attends staff meetings
 5. Member of Pastoral council – attends meetings or sends delegate
 6. Coordinates goals/objectives, resources and texts for Sacrament Programs
 7. Provides Parent/Family Sacrament Preparation
 8. Supervises Confirmation Preparation Process
 9. Coordinates preparation and attends annual Religious Education Congress
 10. Coordinates volunteer sign-ups and attends annual Regional Religious Education Congress
 11. Attends parish liturgy committee meetings
 12. Assists liturgy committee in planning and executing sacramental celebrations of First Penance, First Eucharist, and Confirmation
 13. Attends deanery and regional meetings as scheduled
 14. Plans and executes annual volunteer appreciation dinner/activity
 15. Attempts to be physically present – as calendar permits – for classes and scheduled activities for Preschool, Elementary, Junior High & Confirmation.

- Determine Them
- Develop Them
- Demonstrate Them



SPIRITUAL GIFTS

JOB DESCRIPTION

POSITION: Director of Religious Education Program

STATUS: Full-time; salaried

REPORTS TO: Pastor or his delegate

GENERAL: The Director of the Office of Religious Education works with the clergy, school staff, and other parties in _____ Parish to see that formal religious education and formation happen in the parish. This is accomplished through specific programs and in collaboration with the archdiocesan office.

SPECIFIC:

SACRAMENTAL PROGRAM

1. Develop goals and objectives for the religious instruction of those registered in sacramental program: First Penance, First Eucharist, and Confirmation.
2. Organize workshops for parents of students enrolled in sacrament program: First Penance, First Eucharist, and Confirmation.
3. Assists Parish Liturgy Committee in planning and implementing the sacramental celebration for students in First Penance, First Eucharist and Confirmation sessions. (Rehearsals, Liturgies etc.)
4. Make sure the Confirmation Christian Outreach Activities are implemented appropriately.

OVERALL PROGRAM

1. Be responsible for the religious formation of youth registered in programs.
2. Provide qualified volunteer Catechists/aides to instruct the youth in programs.
3. To develop goals of religious formation for all levels of program: preschool, elementary, high school, confirmation and confirmation w/follow-up reviews.
4. Attempt to be physically present - as calendar permits - for classes and scheduled activities for preschool, elementary, junior high, and high school programs. In the event the Director is not present for same, a designated supervisor in charge of the activity will be present for same. In the event the Director is not able to attend a Pastoral Council Meeting, send a representative w/written updates etc as needed.
5. Provide opportunities for on-going spiritual formation of personnel involved in the catechetical program of preschool, elementary, junior high and high school.
6. Make provision to support, supervise and evaluate all volunteer catechists and aides in catechetical program for preschool, elementary, junior high and high school.
7. Be responsible for taking proper precautions for the safety of all youth and personnel in catechetical program while on the grounds or in the classrooms, including VIRTUS Training, fingerprinting, & equivalent Good Touch/Safe Touch sessions, fire and earthquake drills as needed.
8. Be available to families enrolled in catechetical program.
9. Plan and organize 1-2 annual volunteer appreciation socials for Volunteers in preschool, elementary, junior high and confirmation program.

SECRETARY

1. Have Secretary keep updated inventory of all materials in the Resource Room.
2. Have the secretary provide resources available to Parish School as needed.
3. Have the secretary keep current attendance records.
4. Have the secretary keep current inventory/serial numbers of equipment in the religious education office.
5. Have the secretary (or delegate) maintain current sacrament records for parish Sacrament Record Book -

recording appropriate information after Sacraments have been celebrated.

6. Have the secretary keep updated files of volunteer Catechists, aides and students.
7. Have the secretary keep current catechetical inservice records for all teachers.
8. Have the secretary plan and organize dinner for religious education volunteer personnel and for the faculty members from Beatitudes School on Friday or Saturday during the Religious Education Congress weekend.

FINANCES

1. Administers the finances of catechetical program.
2. Submits an annual budget to the pastor for his approval bearing in mind the program functions w/a primarily volunteer staff under the direction of the Religious Education Director.
3. Limits fund-raising to one or two fund-raiser per year.
4. Submits for pastor's approval details and cost of new purchases for Religious Education Resource Center.
(excluding annual textbook order, but to include, equipment – printers, computers etc.)

OTHER DUTIES

1. Attends scheduled parish council meetings and provide annual report of program.
2. Attends scheduled deanery and regional religious education meetings.
3. Attends the annual calendar meeting called by the pastor.
4. Works cooperatively with all parish organizations to ensure that space is used efficiently.

