

St. Vincent de Paul Church
Director Religious Formation Job Description

Formal preparation: Bachelor degree required. Master's degree in Religious education/Ministry preferred.

The parish director of religious formation facilitates the operation of catechetical programming for children preschool through 8th grade in public schools including sacramental preparation of Reconciliation, Eucharist and Confirmation for children grades 2-8 in religious education and school. This position reports directly to the Pastor.

I. PROGRAMMING

1. Direct and supervise catechetical programs for children and their families in grades preschool through 8th grade including Religious education grade 1-8; Home Program, Children's Liturgy of the Word (CLOWT); Catechesis of the Good Shepherd (CGS); Christian initiation of Children (CIC); summer program of either Totus Tuus or Vacation Bible School.
2. Maintain a program for special needs children, as needed.
3. Maintain and supervise catechists for the CIC, (Christian Initiation of Children) including sacramental prep as needed.
4. Sacramental- Provide preparation and instruction for parents and children for sacrament preparation, supervising and coordinating the sacramental programs for SVDP children in RE and school, grades 2-8.

II. PERSONNEL

1. Recruit, supervise and assist catechists and volunteers for all programs. Acquire coordinators for CLOWT and Summer camp. (Totus Tuus or VBS)
2. Provide training, support, and appreciation for catechists and all religious education volunteers on a regular basis. Encourage Archdiocesan catechist certification.
3. Direct and collaborate with support staff for the duties that facilitate the organization and daily operations of the Religious Formation office and programming.
4. Ensure designated volunteers are certified in Safe Environment.

III. ADMINISTRATION

1. Provide regular communication with Religious formation parents and catechists as well as parents whose children are preparing for sacraments. (First Reconciliation, Eucharist and Confirmation)
2. Conduct and/or provide workshops, spiritual opportunities, and formation programs for catechists.

3. Oversee development of curriculum and selection of materials and programs needed for programs of responsibility.
4. Recruit and provide training, development and supervision of catechists, assistants, and clerical personnel.
5. Direct scheduling, planning, publicity of programs in collaboration with parish staff.
6. Direct the organization and maintenance of the parish religious formation office, in collaboration with the adult formation and youth ministry directors.
7. Organize and maintain the permanent records for programs and participants in children's catechetical programs including sacramental records.
8. Work collaboratively with adult formation and youth minister to supply/purchase seasonal resources for RE families.
9. Submit and maintain annual budget for Religious education programs.

IV. PARISH LEADERSHIP

1. Become a member of RELCO, (support for Archdiocesan DRE's) and participate in meetings and programs offered by them or offered by Archdiocesan offices related to catechetical ministry.
2. As a parish staff member, work collaboratively with the Pastor and parish staff, directly accountable to the Pastor. Attends staff meetings and retreat days as called for.
3. Additional duties as mutually agreed upon with the Pastor.