

Director of Religious Education

Position Description

Title: Director of Religious Education (DRE)
Reports to: Pastor
FSLA: Full Time/Exempt
Effective Date: TBD

GENERAL SUMMARY

The mission of St Charles Borromeo Parish is **To build a community of faith united with Christ in the Eucharist, living as disciples, sharing God's love and grace.** Every member of the Pastoral Ministry Team (parish staff) is expected to advance this mission through the practice of stewardship using the values of hospitality, prayer, formation, and service.

The primary focus of this position lays the foundation for childhood faith formation by partnering with parents and other adult catechists in order to introduce children (Birth - Grade 6) to the Faith. Essential to this work is building a culture of evangelization and discipleship through small groups for families with young children. This focus aligns within the broader culture of St. Charles Parish which seeks to implement intentional discipleship and the small group approach throughout all parish ministries and create a seamless pathway of formation from childhood through adulthood.

The overall purpose of this position is to develop a program of family faith formation, children's catechesis, and parent formation that utilizes especially the small discipleship group approach. This position equips the parents as the primary educators of their children in the faith and provides guidance and leadership to the catechetical needs of our Catholic school. This position also takes responsibility for sacramental preparation leading to the Baptism of Infants and Children as well as First Reconciliation and Holy Communion. This position also works closely with the Director of Adult Faith Formation and Discipleship when attending to the sacramental needs of children in the Order of Christian Initiation of Adults.

St. Charles Parish has a working relationship with Live Jesus Ministries (LJM), a non-profit organization created in the Diocese of Toledo to help Catholic parishes and schools develop spiritual mentorship & small group discipleship ministries for the youth at their locations. The DRE will collaborate with the work of the Evangelization & Discipleship Team to support this approach and extend its use beyond the youth and young adults by incorporating its principles into our wider parish life and ministries for families with children ages 0-12.

DUTIES AND RESPONSIBILITIES

A. Family Faith Formation

- a. Direct and oversee Family Faith Formation (K-6) for children not enrolled in a Catholic school or part of a religious-based home school curriculum.
- b. Recruit, train, and support catechists and volunteers
- c. Evaluate and improve curriculum and methods
- d. Communicate with registered parents and families of the parish
- e. Equip parents as the primary educators of their children in the Faith.
- f. Develop opportunities that help parents become missionary disciples within their own families.
- g. Develop opportunities for ongoing family engagement following sacramental preparation

B. Children's Catechesis

- a. Oversee Catechesis of the Good Shepherd (CGS)
- b. Discern expansion of CGS into Levels II and III

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- c. .Collaborate with the parish school principal and faculty to strengthen the Catholic identity and catechetical formation of students
- d. Integrate CGS more intentionally into parish life and explores future collaboration with the parish school.

C. Sacramental Preparation

- a. Coordinate Baptism, Reconciliation, and First Communion preparation for children.
- b. Oversee backend needs and details for these sacraments.
- c. Assist the Director of Adult Faith Formation & Discipleship in the accompaniment of children ages 8-12 journeying through the OCIA process using the Spiritual Mentorship approach.
- d. Prepare parents for the Baptism of their infants and young children.

D. Parish Ministry

- a. Serve as a member of the Pastoral Ministry Team (parish staff)
- b. Collaborate regularly with the Evangelization & Discipleship Team in order to help develop and integrate the small group culture parishwide.
- c. Perform other duties as assigned by the Pastor,

Knowledge, Skills, and Abilities Required

- Degree or certificate in Theology, Religious Education, or Pastoral Ministry.
- Understanding of Childhood Development and Family Dynamics and how they relate to Faith Formation.
- Five or more years as a faithful, active disciple of Jesus within the Catholic Church.
- Two years of successful full time or volunteer work experience with catechesis ministry.
- Practicing Catholic, registered at St. Charles with a solid praxis of and commitment to Gospel values, Catholic moral and social teachings, Church doctrine, and Church structure.
- Is committed to prayer (personal and communal), has a heart for God's People, approaches situations with optimism, and practices ministerial maturity.
- Motivated self-starter with a strong desire to share his/her Catholic faith through relational ministry.
- Must be flexible, self-confident, assertive and persuasive.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Advanced computer skills in the following or related software/tools: Adobe suite products, excel/sheets, google workspace, proresenter, Parishsoft, MSP, etc.
- Excellent research, interpretive, writing, editing, proofreading, presentation and interpersonal skills.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities while working within the constraints of an annual budget. Attentive to detail.
- Ability to lead teams and volunteers.
- Ability to empower and delegate responsibilities.
- Ability to maintain confidentiality and navigate conversations about sensitive issues.
- Ability to work several evenings per week and several weekends per year. Limited travel required.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

Language Skills

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Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

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Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/Pastor Signature

Date