

JOB DESCRIPTION

The Director of Religious Education plans, develops, implements, manages and administers catechetical programs for Grades 1 to Confirmation, including RCIA adapted for children according to the policies of the Archdiocese of San Francisco and St. Bartholomew parish community. The Director serves as a liaison to Archdiocese's Office of Faith Formation and Deanery of the parish. It is expected that the Director can perform daily tasks with little supervision. It is however, expected that the Director will consult regularly with the Pastor concerning the goals, curriculum and overall direction of the religious education program. This multifaceted position includes the following essential functions, as well as their subcategories.

REPORTING RELATIONSHIPS:

The position reports directly to the Pastor and indirectly to the Parish Manager. The position supervises the Faith Formation Assistant and all volunteers participating in the parish religious education program classes and activities. Additionally, the position oversees Confirmation Coordinator especially in curriculum syllabus development.

ESSENTIAL FUNCTIONS:

Articulate and reflect the foundational tasks of religious education within the parish community.

Integrate on-going development of catechetical programs for Grades 1-8 & Confirmation

- a) Evaluate the needs of the parish community to determine the best type of program
- b) Review, select, and acquire suitable materials for these programs
- c) Develop curriculum in compliance with the guidelines of the Archdiocese
- d) Develop and maintain a yearly calendar of all aspects of the catechetical program in collaboration with the parish's master calendar and the public schools calendar.

Recruit, select, train, retain and evaluate all persons involved in catechesis

Plan and coordinate all liturgical functions for the children including families. This includes prayer services during class times and Sunday Masses of special season.

Foster open communication with families, parish office and community including the deanery

- a) Collaborate with all parish ministers and staff to ensure cooperation and mutual support and with the Archdiocesan Office and Deaneries to stay informed on any programs offering and policy changes
- b) Coordinate with Business Manager for use of buildings and equipment. Ensure Business Manager is aware of issues encountered with use and maintenance of facilities and equipment.
- c) Communicates and coordinates with pastor on development of program
- d) Participates in the development of pastoral team

Manage and direct the administration of RE program

- a) Oversee registration, maintenance of permanent records and recording of sacramental records
- b) Direct classroom maintenance and safety set-up, oversee yard supervision
- c) Responsible for all disciplinary problems of students that teachers refer to the office

Act as a compliance officer in RE to ensure safety of the children and compliance to Archdiocese's requirements

- a) Child Abuse Prevention Materials: The director oversees all aspects of the child abuse policy of the parish and upholds all policies promulgated by the Archdiocese of San Francisco, which include (but are not limited to) the following:
 - Mandatory Background Checks
 - Online Child Abuse Recognition Training
- b) Ensures the teaching of "Talking about Touching /Virtus" curriculum to all grades. This includes planning, coordinating, and training of catechists. The director teaches the elementary grades and Confirmation /Youth teaches Mid-School – Confirmation.

As Archdiocesan employee, fulfills the diocesan requirement for professional growth

- a) The Director should attend all events, lectures, and special programs offered by the Office of Faith Formation.
- b) Achieves and renew Master Catechist Certification as per guidelines of OFF and continuing education.

Working Hours: As an Exempt F/T Employee, the Director must be able to have flexibility in work hours with visibility and availability to families/parishioners and volunteers. This position will require some week-ends and late night hours.

QUALIFICATIONS**I. Required Knowledge and skills:**

- a) Excellent leadership, organizational and administration skills
- b) Strong interpersonal skills with ability to interact with all age groups, from varying cultural and social backgrounds
- c) Strong communication, presentation and computer skills- Microsoft Office Suite
- d) Demonstrated competence in theology, catechetics, age appropriate teaching methods
- e) Familiar with the uses of media and technology for effective program implementation
- f) Practicing Roman Catholic with a commitment to his/her own faith life

II. Education, Training and/or Experience:

- a) Degree in religious education or related fields, or degree in education with a specialization in religious studies
- b) Two- five years successful parish experience coordinating a total parish RE program