



HOLY SPIRIT CATHOLIC CHURCH

625 Airport Road SW Huntsville, Alabama 35802
256-881-4781

Position Title	<i>Director of Religious Education</i>
Department	<i>Religious Education</i>
Immediate Supervisor	<i>Office Manager</i>
Position Status	<i>Exempt, Full-time, Benefits Eligible</i>
(Regular) Work Schedule	<i>40 hours/week</i>

Position Summary:

The Director of Religious Education directs the implementation of the vision of the Pastor for religious education for Holy Spirit Parish. Primary duties include the development, implementation, and evaluation of a religious education program for all parishioners. Such a program incorporates the religious education of youth and adults in both the English-speaking and Spanish-speaking communities. The Director of Religious Education must be a collaborative team player who shares and participates in the vision and goals of the Pastor and of Holy Spirit Parish, while following all parish and diocesan policies, procedures, and regulations. The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of this position, with complete confidentiality. The responsibilities of this position frequently involve sensitive matters necessitating discretion.

Essential Functions:

Essential functions include the following. Other duties may be assigned.

- Design, develop, and direct Religious Education programs
 - Integrate insights from current religious education literature into program planning and design.
 - Develop goals, objectives, and strategies for the religious education of the parish.
 - Select and tailor catechetical programs which meet the needs of the parish community and align with the vision of religious education as outlined by the Pastor.
 - Recruit, train, supervise, and evaluate catechists.
 - Develop individualized programs for parishioners with special religious education needs.
 - Maintain a catechist resource library.
 - Oversee the purchase of catechetical and religious education materials.
 - Work with the Pastor in creating and monitoring a budget for the operation of programs.
 - Oversee and serves as the main point of contact all ministries related to faith formation in the parish.
 - Facilitate the development and growth of small groups within the parish.
 - Participate in Diocesan and regional gatherings of religious education personnel.
 - Organize summer education programs including, but not limited to, Vacation Bible School.

- Direct the planning, implementation, and management of the parish sacramental preparation program
 - Select a curriculum, in conjunction with the pastor, for OCIA, First Communion, and Confirmation preparation.
 - Communicate with the appropriate Diocesan office to coordinate any necessary liturgies.
 - Schedule and coordinate any necessary parent meetings.
 - Schedule and coordinate the liturgical services and receptions for First Confession, First Holy Communion, Confirmation, and the Easter Vigil.
 - Work with the Pastor to oversee the logistics of First Confession, First Holy Communion, Confirmation, and the Easter Vigil.
 - Create and oversee catechetical programs for those preparing to receive the Sacraments of Initiation.
 - Plan sacramental preparation retreats.
- Ensure proper recording of Sacramental Records
 - Ensure that those receiving sacraments have completed all paperwork and forwards that information to the Religious Education Secretary.
 - Assist all participating families in becoming registered members of the parish.
- Evaluate the religious education program of the parish.
 - Conduct program evaluations and provide feedback to appropriate groups.
 - Meet with coordinators of programs to elicit further information regarding evaluation and future planning of religious education programs.
- Serve as the Safe Environment Coordinator
 - Ensure that all parish volunteers have the requisite safe environment training.
 - Work with supervisors of other departments to ensure compliance with safeguarding policies and procedures.

Required Knowledge, Skills, and Abilities:

Education and Experience

- Bachelor's degree in education, theology, or related field with 2-5 years of experience. Master's Degree preferred.
- Experience in a Roman Catholic environment is a plus.

Language Skills

- Good oral and written English-language communication skills, including clear speaking voice.
- Good oral and written Spanish-language spoken communication skills strongly preferred.
- Cross-cultural competency skills required.

Other Knowledge, Skills, and Abilities:

- Knowledge of Church documents, origins and development of the Church's teachings, and the principles of catechesis.
- Knowledge of modern office procedures and practices, including record keeping and data security methods and techniques.
- Proficiency in MS Outlook, Word, and Excel are required.
- Good computer literacy, including ability to navigate online applications and search engines effectively.

- Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
- Ability to build and maintain collaborative relationships, especially volunteers.
- Familiarity with the use of social media and technology for program implementation.
- Good time management, including ability to manage several projects at the same time.
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Must have a professional demeanor.

Job Conditions / Physical Demands:

(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any 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.)

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, the employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in both an office and a classroom setting.
- The employee is required to do extensive close computer work.
- May be called upon to attend events at times other than noted above, when necessary, which may require some travel.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodation for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the department and/or parish change, as determined by the Immediate Supervisor, in consultation with the Pastor.

SIGNATURES

EMPLOYEE/DATE:

PASTOR/DATE: _____