

Job Title: Director of Religious Education K-8
Reports to: Pastor
Position: Full-time, Benefits
Parish: St. Joan of Arc Church and School

Position Summary

The Director of Religious Education guides the faith formation of children (from infancy to age 14) of the parish. In collaboration with the Pastor, the Director will need to research, design, implement, and evaluate formation experiences and curriculum. The Director will administer the parish religious education program on a day-to-day basis and in long-term strategic planning. This ministerial position requires a practicing Catholic in good standing, who must know, profess, and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, along with the mission, philosophy, objectives, and policies of the Diocese of Joliet and of St. Joan of Arc Parish.

Responsibilities

- Recruit, train, supervise, and evaluate catechists, catechist aides and volunteers
- Manage registration for all RE families
- Maintain a current Catechist and Parent Handbook
- Maintain regular on-going communication with parents in some form (ex. Constant Contact, newsletter, Mail Chimp)
- Prepare curriculum
- Prepare materials for catechist initial certification meeting
- Prepare catechist and volunteer class list and assignments
- Prepare materials for all catechist in-services
- Prepare verifications of registration
- Prepare all materials for First Reconciliation, First Communion, and Confirmation preparation
- Print First Reconciliation, First Communion, and Confirmation certificates

In fulfilling the above duties, the Director is also responsible for the following, but not limited to

- Prepare class schedules, program calendar, and facility needs in collaboration and consultation with Parish Staff
- Partner with St. Joan of Arc School in catechetical formation of their enrolled K-8 students and serve as a resource person for the school teachers
- Coordinate sacramental preparation for First Reconciliation, First Communion, & Confirmation in collaboration with School leadership
- Coordinate Catechesis of the Good Shepherd program
- Fulfill pertinent duties as assigned by the Pastor
- Prepare and adhere to the annual RE budget
- Establish a collaborative relationship with other members of the Parish Staff, local DRE Cluster, Diocesan Religious Education Office, and regional and national professional organizations
- Establish relationships with community organizations as is relevant and necessary for accomplishing the catechetical mission of the parish
- Capable and able to coordinate Children's Liturgy of the WORD at Mass on Sunday
- Work in cooperation with School leadership in selection of textbooks and catechetical materials to be used jointly by the School and Religious Education program
- Act as VIRTUS Administrator –to foster a safe environment for children and vulnerable adults, the Diocese of Joliet requires that church personnel (clergy, seminarians, diaconal candidates, religious, employees, and volunteers who work with minors and/or vulnerable adults) comply with the safe environment compliance requirements of the Diocese. In cooperation with the Business Manager and the Diocese of Joliet Office of Child & Youth Protection, the Director of Religious Education serves as the primary VIRTUS point of contact for ensuring that VIRTUS users remain compliant with all requirements of the Diocese of Joliet Office of Youth Protection. The VIRTUS Administrator will provide periodic updates to the Pastor, Business Manager, Principal and appropriate supervisory staff to help identify non-compliance issues and will communicate issues with the appropriate managers who oversee the activities of the associated educators, employees, contractors and volunteers in order for St. Joan of Arc to meet the standards of the annual USCCB Audit.

Requirements

- Certified as a Catechesis of the Good Shepherd coordinator (or working towards certification)
- Ability to work evenings, weekends and religious events as needed
- Maintain a regular and visible presence at weekend liturgies and other major Parish events.
- A bachelor's degree in Theology/Religious Education or religious studies and/or a certificate in ministry or theology from a Catholic institution of higher learning.
- Support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

Interested candidates should send their cover letter and resume to Lori Trinche, Business Manager, at ltrinche@sjalisle.org. For more information, you can contact Lori at 630-353-4523.