

**Title:** Director of Religious Education (Elementary)  
**Parish:** St. Thomas the Apostle Catholic Church, Naperville, IL  
**Reports To:** Pastor  
**Position:** Full-time, Benefits, On-Site

### **Summary**

St. Thomas the Apostle is a Catholic church led by the Holy Spirit, rooted in the Eucharist and strive to be an inclusive servant community — to be Christ in the World. We bear the Good News of God’s unconditional love to all generations through worship, faith formation, witness, and service.

### **Position Summary**

The Director of Religious Education (DRE) will work on-site and lead the faith formation and sacraments for elementary-aged parishioners (Pre-K through Grade 5 ~ 200 children) and families of St. Thomas the Apostle Catholic Church. DRE will work in collaboration with St. Thomas Faith Formation Team: Middle School Faith Formation Coordinator, Director of Youth/Young Adult Ministry, Director of Adult Faith Formation and part time Administrative Assistant. Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

### **Skills & Competencies**

- Ability to lead and collaborate with parish staff, clergy and volunteers.
- Strong communication, organization and administrative skills.
- Experience in curriculum development and faith formation program management.

### **Personal Attributes**

- A missionary disciple with a heart for evangelization and love for serving the Church.
- A servant leader who fosters a welcoming and inclusive environment.
- A self-motivated individual who is organized, detail-oriented and adaptable.
- A team player with a collaborative spirit, yet comfortable working autonomously.

### **Responsibilities**

- Recruit, support and provide training for: grade-level coordinators (7), catechists (~20), RE aides (~20), administrative volunteers (3-4), nursery coordinator and volunteers (~10), children’s liturgy of the word leaders (6) and helpers (6), Scripture Safari summer VBS volunteers (~50) and subs for each ministry (~10-15).
- Ensure substitute coverage each week for all of the above ministries.
- Select/update curriculum and materials based on the USCCB and Diocese of Joliet guidelines.
- Collaborate with grade-level coordinators to provide engaging and consistent lesson plans to children in grades Pre-K through Grade 5 Religious Education.
- Organize and implement Religious Education class schedule and calendar of events.
- Oversee Religious Education classes on Saturday mornings (8:30-9:45 a.m.) and Tuesdays (4:30-5:45 p.m.).
- Oversee the sacramental preparation of all parish young people for First Holy Communion and First Reconciliation and involve parents through organized meetings, activities and prayer services.
- Plan and coordinate grade-level masses as well as sacramental liturgies for First Reconciliation and First Communion.

### **Diocese Responsibilities**

- Complete Franciscan at Home Training each year (6 hours).
- Attend monthly West DuPage Deanery Meetings, diocese meetings at the Blanchette Center, annual DRE Retreat, annual Catechist Evening of Formation and any other diocesan training required.
- Ensure all volunteers are compliant with VIRTUS and evolving diocese requirements.

- Ensure all catechists complete (6) hours of faith formation each year (3 hours required Franciscan Training).

### **Parish Responsibilities**

- Coordinate Children’s Liturgy of the Word.
- Coordinate and oversee the Christmas Eve Pageant during Mass.
- Oversee Scripture Safari Summer VBS.
- Staff Liaison to Nursery Coordinator.
- Coordinate parish-wide family faith activities throughout the year.
- Serve on the Faith Formation Commission (meets Wednesday evenings bimonthly).

### **Benefits**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance; Basic Life and AD & D; Long-Term Disability Insurance; Flexible Spending Accounts; Defined Pension Plan funded by Diocese of Joliet; 403(b) retirement plan; paid personal leave days; and paid holidays set at school.
- Voluntary benefits of Short-term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

### **Salary Range**

Full-time salary is \$53,000 annual.

### **PHYSICAL DEMANDS<sup>i</sup>**

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 accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***To apply for this position, please send resume and cover letter to [mkuhn@stapostle.org](mailto:mkuhn@stapostle.org). Please reference Director of Religious Education in subject line of email.***

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<sup>i</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.