Title: Director of Religious Education
Parish: St. Joan of Arc Parish, Lisle, IL
Reports To: Pastor
Position: Part-Time, Non-Exempt
25 hours per week

Job Purpose

The Director of Religious Education is responsible for designing, coordinating and overseeing faith formation and educational programs for children and to provide a variety of general administrative duties for the St. Joan of Arc Parish.

Essential Duties & Responsibilities

1. **Parish Religious Education Program**

The primary responsibility of the Director of Religious Education is to administer (design, develop, direct, communicate and evaluate) the Parish Religious Education Program. Major responsibilities include:

- Oversee the development of the Parish Religious Education Program from pre-kindergarten, Catechesis of the Good Shepherd, through Grade 8 in conformity with the guidelines of the Office for Catechetical Formation of the Diocese of Joliet.
- Schedule faith formation opportunities for children and parents within the Religious Education Program calendar.
- Provide access and inclusion for children with special learning needs.
- Coordinate with the pastor the initiation process for unbaptized children and/or children baptized validly in another faith community according to the Order of Christian Initiation of Adults/Children.
- Research and requisition resources (textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish.
- Ensure that the Safe Environment requirements, policies, and mandates for Parish Religious Education volunteers are in compliance with the Office for Child and Youth Protection.
- Obtain approval and support from the pastor for the general direction of the religious education of the parish.
- Meet with the pastor routinely to discuss matters relating to the parish religious education and sacramental preparation.
- Implement Diocesan policies and procedures per the directives from the Office for Catechetical Formation.
- Ensure that the Religious Education Program's calendar/schedule of classes and activities are submitted to the pastor for approval.
- Update and distribute the Parish Religious Education Program handbook for catechists and the Parish Religious Education handbook for parents/guardians on an annual basis.
- Encourage Parish Religious Education catechists to obtain Catechetical Certification according to the policy set by the Diocesan Office for Catechetical Formation.
- Recruit, train and provide ongoing professional training and spiritual development for the Parish Religious Education catechists.
- Oversee the budget for all expenses related to the parish Religious Education Program. Follow the budgetary procedures as set by the pastor, parish finance committee and/or parish business manager.

2. **Sacramental Program**

The Director of Religious Education oversees the coordination and sacramental preparation of parish school-age candidates who attend the Parish Religious Education Program and Catholic school. Duties include:

- Schedule at the pastor's directive, dates for First Confession, First Holy Communion and Confirmation.

- Schedule and coordinate the sacramental meetings for parents of school-age candidates for the Sacraments of First Confession, First Holy Communion and Confirmation.
- Schedule, coordinate and prepare retreat days for students preparing for First Communion and Confirmation.
- Prepare with the pastor the liturgy/prayer service for First Confession, First Holy Communion and Confirmation.
- Schedule Advent and Lenten Penance Services with the opportunity for individual confessions for the Parish Religious Education children.
- Administer and oversee catechetical plans for older baptized Catholic children or teens who seek the reception of First Confession, First Holy Communion and/or Confirmation.

3. **Additional responsibilities include**
   - Coordinate teams for Sunday Liturgy of the Word for Children; meet three times a month during the school year at the 9:30 am Mass.
   - Coordinate and execute Vacation Bible School.
   - Oversee the operation and maintenance of the ParishSoft System Faith Formation module, ensuring the Religious Education database is up-to-date and accurate.
   - Other duties as assigned by the Pastor or Principal.

4. **School responsibilities**
   - Teach Theology of the Body to Junior High students at the school over a ten-week period (22 hours total)
   - Coordinate the Faith Families Program at the grade school (20 hours total)
   - Direct and oversee the 8th grade Lenten production of the Living Stations (10 hours total during Lent)
   - Supervise afterschool tutoring program (2 hours/week)

Education/Qualifications

- A Bachelor degree in Religious Education or a related field required, Master's degree preferred.
- Evidence of a strong background in theology, liturgy, sacred scripture, and the doctrine of the Roman Catholic Church.
- A passion for evangelization, discipleship and lifelong faith formation.
- Experience working with children, families and volunteers.
- Strong Leadership, organizational and communication skills.
- Previous administrative/supervisory experience.
- Demonstrate proficiency with Microsoft (Word, Excel, PowerPoint, Publisher) and ParishSoft.
- The ability to inspire, motivate and build relationships across multiple generations.
- Creativity and initiative when developing programs that encourage engagement and spiritual growth.
- A practicing Catholic in good standing with the Church who is committed to living the Catholic Faith.
- Must support the mission, philosophy, objectives and policies of St. Joan of Arc Parish, the Catholic Church and the Diocese of Joliet.

Salary & Benefits

$28.00 per hour. Paid personal leave days.

To apply for this position, please send a cover letter and resume to sr.dcampbell@sjalisle.org.