

Title: Coordinator of Religious Education
Reports To: Pastor
Parishes: St. Liborius Catholic Parish, Steger, IL and
Saint Boniface Catholic Church, Monee, IL
Position Schedule: Part-Time, Exempt, Benefit Ineligible
Monday-Thursday: TBD (No more than 29 hours per week. This includes Saturdays,
Sundays and evenings during the week.)
Effective Date: July 1, 2025

JOB SUMMARY

The Coordinator of Religious Education oversees the Religious Education Program for the New Saint Liborius Catholic Parish (including the territory of the former Saint Mary Catholic Church in Park Forest and the Present Saint Boniface Catholic Church in Monee) while coordinating with Mother Teresa Catholic Academy, the principal of MTCA and grade level teachers. The coordinator fosters the personal religious growth of children in Grades Pre-K, 1 – 8, encourages parental involvement and reinforcement of lessons for family catechesis, and offers opportunities for the formation of catechists and parents with students in the program. The coordinator provides direction for the catechetical program for Grades 1 – 8 and creates programs as needed as directed by the Pastor of Saint Liborius.

The ministry includes management, coordinating, communication, education, catechesis, research, and community building. The coordinator is accountable to the Pastor and works to implement the goals and objectives of the Religious Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

MANAGEMENT

- **OFFICE HOURS:** Office hours to be determined as the religious education program requires being no more than 29 hours per week. Continuing education, vacation, special periods for retreats and recollection are arranged in consultation with the Pastor and are unpaid.
- **BUDGET:** The Coordinator will prepare the initial budget draft, with the assistance and approval of the pastor and parish finance council. The coordinator will purchase materials needed for programs and coordinate the maintenance and selection of all resources and equipment. The coordinator will present a report on the families who need tuition assistance to the pastor.
- **CALENDAR:** The Coordinator will prepare the initial calendar draft and then consult with the Religious Education Support Staff, RE Board, Parish Staff, and Parish School to formulate the final calendar.
- **RELIGIOUS EDUCATION SUPPORT STAFF:** The Coordinator will supervise, evaluate, and encourage the Grade 1 - 8 Religious Education Program support staff, if any are hired.

COORDINATING

- Coordinate parish religious education program.
- Recruit, train, supervise and evaluate catechists, aides and volunteers.
- Manage registration for PREP.
- Coordinate sacramental preparation program for all members of the new Saint Liborius (including Saint Mary, Saint Boniface) and work closely with MTCA for the same.
- Organize and prepare materials for meetings and retreats for First Holy Communion and Confirmation including MTCA and all members of the New Saint Liborius. Coordinate and track Confirmation service hours.
- Collect PREP tuition and sacramental fees and turn into administrative assistant with deposit sheet.
- Selecting and implementing appropriate Religious Education curriculum and materials for Grades PreK, 1 – 8, based on the Vatican, USCCB and Diocese of Joliet guidelines.

- Being available to the program assistants and catechists as a catechetical resource to support the curriculum and students.
- Prepare class schedule and program calendar for academic year.
- Fostering an emphasis on sacramental and liturgical year catechesis.
- Being available to minister to the needs of the catechists, parents, adults, children, and staff members.
- Being well acquainted with current trends in Religious Education and serving as a general resource person for all areas of the program.
- Constitute and manage a Religious Education Board meeting monthly, September through May.
- Plan and execute parent-candidate meetings with First Communion and Confirmation parents, sponsors and candidates.
- Initiate advance planning for the following year.
- Preparing Religious Education Liturgies as well as First Communion and Confirmation working closely with the Pastor and Coordinator of Sacred Music and Coordinator of Liturgy.
- Direct responsibility for:
 - Grades 1 - 8
 - Christian Initiation for Children grades Pre-K-8.
 - Parent Faith Formation Opportunities
 - Children's Liturgy of the Word (Gospel story time)
 - Summer formation programs (Totus Tuus, VBS, etc.)

COMMUNICATION

- The Coordinator will publicize all programs, meetings, and events pertinent to Grade 1 - 8 in the Religious Education Calendar, parish bulletin, parish website, and emailed RE Newsletter.
- The Religious Education Family Handbook will be updated annually and distributed to all families.
- A monthly report of activities will be presented to the Pastor and Religious Education Board.
- The Catechist Handbook will be updated as needed.
- The Coordinator will be expected to attend the following meetings:
 - Religious Education Staff
 - Religious Education Board
 - Parish Staff
- Coordinate set-ups with Administrative Assistant.

CONTINUING EDUCATION

- Coordinate in-service opportunities for the catechists and volunteers in the program.
- Provide catechist training for all new catechists according to the Diocesan Guidelines.
- Offer parental catechesis for Sacramental preparation.
- Provide opportunities for parental enrichment / adult formation and family catechesis.
- Offer OCIA for Children with student and family components.
- Take time each year for personal faith and/or spiritual enrichment.
- Coordinator should attend Chancery meetings associated with Religious Education.
- Work with Administrative Assistant and Maintenance to formulate task list for Religious Education.

COMMUNITY BUILDING

- The Coordinator plans and executes spiritual retreats, workshops, and Inservice for catechists, and will include an invitation to our parishioners to attend.
- Coordinate Taste of Saint Liborius as fundraiser for PREP.

RESEARCH

- The Coordinator is responsible for continuing awareness of catechetical trends, teaching tools, professional opportunities, and resource persons. This position is expected to continue to grow professionally in all areas of Religious Education leadership.

RESPONSIBILITIES NO LONGER UNDER THE DIRECT PURVIEW OF THE COORDINATOR

(Please notice that many of these tasks will be met by Priests, Deacons, Coordinator of Christian Service or other volunteers in service to the parish as needed.)

- Baptismal Prep
- Marriage Prep
- Youth Ministry and activities (except summer programs as stipulated above)
- Young Adult Ministry
- Communion to the Homebound, rehab centers and hospitals.
- OCIA
- Crisis Counseling
- Communion services
- Train homebound ministers
- Train lectors
- Train Extraordinary Ministers of Holy Communion
- Altar Server Training
- Work with Parish Council
- Stations of the cross and benediction
- Prayer Services
- Help with Parish picnic

QUALIFICATIONS

- Practicing Catholic who understands and supports the teachings and dogma of the Roman Catholic Church and who acts an example and serves as role model in their personal life.
- Has a sense of God's call to this ministry and carries out the ministry in humble service to the parish.
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church and with the mission, philosophy, objectives, and policies of St. Liborius and the Diocese of Joliet.
- Bachelor's degree in Theology/Religious Education or related field preferred.
- Several years of experience as a Coordinator of Religious Education.
- Communicates in a professional, positive and supportive manner at all levels.
- Displays a true Christian example of patience, compassion and understanding.
- Has proven skills in administrative work and interaction with others.
- Proficiency in relating to and working cooperatively with parish members.
- Strength in administrative and organizational skills.
- Commitment to continuous personal growth in spirituality and education.
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record keeping systems.
- Ability to compose correspondence and reports.
- Ability to honor and maintain absolute confidentiality both within and outside of the office in regard to any and all parish business.
- Ability to relate to the diverse universe of the parish in a positive and professional manner.

SALARY

Salary range is \$28,000 - \$34,000 per year, depending on experience and qualifications.

BENEFITS

- Paid personal leave days.

WORK ENVIRONMENT

- This is a part-time, exempt, unbenefited position.
- Working presence in the office each week as scheduled in consultations with the Pastor.
- Reliable transportation is required.
- Employment or voluntary activities or opportunities outside the parish must not conflict with normal business hours or other investments of time standard to the position defined in WORK SCHEDULE STATUS above.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS

JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

***To apply for this opportunity, please send a cover letter and resume to humanresources@dioceseofjoliet.org
Please reference Parish Coordinator of Religious Education in the subject line of email.***

¹ 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 Pastor of Saint Liborius and Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.