

Job Title: Director of Religious Education
Agency: Saint Petronille Catholic Church, Glen Ellyn, Illinois
Reports To: Pastor
Position: Full-time position with benefits.

We, the people of Saint Petronille Catholic Parish, strive to love God with all our hearts, minds, and souls, and to love our neighbors as ourselves. We believe all the teachings of the Catholic Church. We hold the Most Holy Eucharist as the source and summit of the Christian Life. We proclaim the inspired Word of God to all God's children, welcome all those who seek the love of Christ with a sincere heart, and assist all those who come to us in need.

Position Summary

The Director of Religious Education oversees the Religious Education Program, fosters the personal religious growth of children in Grades 1 – 8, encourages parental involvement and reinforcement of lessons for family catechesis, and offers opportunities for adult formation during parent meetings and sacramental preparation. He/she provides direction for the Grades 1 – 8 catechetical programs, and creates programs as needed in conjunction with the Pastor and Religious Education Board.

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

Major Responsibilities

I. MANAGEMENT

- a. **OFFICE HOURS:** the Director will work a 12 – month year. Flexible scheduling of hours is used depending on scheduling of Religious Education events. Continuing Education, vacation, special periods for retreats and recollection are arranged in consultation with the Pastor.
- b. **BUDGET:** The Director will prepare the initial budget draft, with the assistance and approval of the pastor and parish finance office. She/he will purchase materials needed for programs and coordinate the maintenance and selection of all resources and equipment. The Director will present a report on the families who need tuition assistance to the pastor.
- c. **CALENDAR:** The Director 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.
- d. **RELIGIOUS EDUCATION SUPPORT STAFF:** The Director will supervise, evaluate, and encourage the Assistant Director of Religious Education, the Grade 1 - 8 Religious Education Program Assistant, and the Wednesday Night Religious Education Assistant.

II. COORDINATING

The coordinating and supervisory duties of the Director include

- a. Selecting and implementing appropriate Religious Education curriculum and materials for Grades 1 – 8, based on the USCCB and Diocese of Joliet guidelines.
- b. Supervising the recruitment of and coordinating the training of all volunteer personnel. Since volunteers are the backbone of the program, primary emphasis is place on promoting good, ongoing rapport between them and the staff, striving to give a sense of community to each other within the parish.
- c. Being available to the program assistants and catechists as a catechetical resource to support the curriculum and students.
- d. Fostering an emphasis on sacramental and liturgical year catechesis.
- e. Being available to minister to the needs of the catechists, parents, adults, children, and staff members.
- f. Being well acquainted with current trends in Religious Education and serving as a general resource person for all areas of the program.
- g. Provide support, resources, and religious formation opportunities to parents and families.
- h. Constitute and manage a Religious Education Board meeting monthly, September through May.
- i. Plan and execute retreats for Sacramental Years (First Communion and Confirmation), coordinating with school staff.
- j. Plan and Execute parent-candidate meetings with First Communion and Confirmation Parents, Sponsors and Candidates.
- k. Coordinate with the Religious Education Staff in evaluating the effectiveness of the programming in light of planned goals.
- l. Initiate advance planning for the following year.
- m. Preparing Religious Education Liturgies as well as First Communion and Confirmation working closely with the Pastor and Music Director.
- n. Work closely with parish school staff (principal and teachers) in the Sacramental Years.
- o. Direct responsibility for:
 - i. Grades 1 - 8
 - ii. Sacramental Preparation (Parish)
 1. First Reconciliation
 2. First Holy Communion
 3. Confirmation
 - iii. OCIA for Children (Parish)
 - iv. Parent Faith Formation Opportunities
 - v. Children's Liturgy of the Word

III. COMMUNICATION

- a. The Director 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.
- b. The Religious Education Family Handbook will be updated annually and distributed to all families.
- c. A monthly report of activities will be presented to the Pastor and Religious Education Board.
- d. The Catechist Handbook will be updated as needed.
- e. The Director will be expected to attend the following meetings:
 - i. Religious Education Staff
 - ii. Religious Education Board
 - iii. Parish Staff
 - iv. Deanery
 - v. Diocesan Religious Professional Days

IV. CONTINUING EDUCATION – The Director will:

- a. Meet with the Assistant Director of Religious Education and Grade 1 - 8 RE Program Assistant to discuss lesson plans and provide encouragement.
- b. Coordinate in-service opportunities for the catechists and volunteers in the program.
- c. Provide catechist training for all new catechists according to the Diocesan Guidelines.
- d. Offer parental catechesis for Sacramental preparation.
- e. Provide opportunities for parental enrichment / adult formation and family catechesis.
- f. Offer OCIA for Children with student and family components.
- g. Take time each year for personal faith and/or spiritual enrichment.

V. COMMUNITY BUILDING

- a. The Director plans and executes Spiritual Retreats, Workshops, and In-services for catechists, and will include an invitation to our parishioners to attend.

VI. RESEARCH

- a. The Director is responsible for continuing awareness of catechetical trends, teaching tools, professional opportunities, and resource persons. She/he should continue to grow professionally in all areas of Religious Education leadership.

Professional and Personal Representation

- Practicing Catholic who understands and supports the teachings and dogma of the Roman Catholic Church and the Diocese of Joliet 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.
- Commitment to working with and supporting all other parish ministries.
- 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 manage multiple tasks simultaneously and transition quickly.
- Ability to effectively problem-solve within a short timeframe.
- Ability to compose detailed correspondence and reports.
- Ability to honor and maintain absolute confidentiality both within and outside of the office regarding any and all parish business.
- Ability to relate to the diverse universe of the parish in a positive and professional manner.

Position Requirement

- Bachelor's degree required with experience in Catholic Education or related field; an advanced degree (MA) in theology, religious education, catechetical ministry, or education related field is preferred.
- This is a full-time benefited position requiring no less than 37.5 hours weekly.

Physical Demands¹

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.

If interested in this opportunity, please send a cover letter and resume to Father Thomas Milota at fathermilota@outlook.com or phone 630-469-0404.

¹This 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.