

SAMPLE

POSITION DESCRIPTION

Title: **RELIGIOUS EDUCATION COORDINATOR**
Reports To: **Pastor**

Major Areas of Responsibility

- Generally the coordinator will be expected to design and administer youth catechetical programs providing for the instructional and experiential needs of youth. These programs shall contain catechetical, social, liturgical and service components.
- Initially the coordinator will become thoroughly familiar with the existing program. Through consultation with the pastor, involved adults, youth and representative parents will identify areas of program strength as well as areas requiring improvement.
- The coordinator will report of the Board of Education the outcome of this consultation at the first fall board meeting and will identify these modifications for immediate and future implementation.

Junior High Program

- Designs and distributes a handbook for parents and students including a calendar of events and parish expectations regarding students and family participation.
- Provides an orientation for parents and students in seventh, eighth and ninth grades. This orientation will review the aspects of the program and will identify parents' responsibility regarding their involvement in the preparation of their own children.
- Continues the catechetical preparation of students for the reception of the Sacrament of Confirmation.
- Identifies opportunities for students to perform community service projects.
- Designs retreat opportunity for junior high students.
- Coordinates the interviewing of Confirmation candidates for the purpose of mutually evaluating their readiness for the sacrament.
- Acts as a liaison with the youth committee responsible for providing occasional youth social activities.

Catechists

- Interviews all prospective catechists presented by the catechist recruitment committee to assess suitability and to recommend alternative opportunities for those judged inappropriate.
- Consults with catechists, both experienced and newly recruited, to mutually assess their methodological and theological needs and on the basis of this consultation designs and implements appropriate training sessions.
- Provides continuing support for catechists by being present before, during and after their teaching assignments for the resolution of any problems.
- Assists catechists in the selection of teaching aids and lesson planning.
- Provides for catechist recognition by designing, with the parish liturgist, a fall public investiture ceremony.
- Provides two opportunities each year for the spiritual growth of catechists through retreats or evenings of reflection.

Senior High Students/Youth Advisory Board

- Designs a catechetical program of short self-contained modules appropriate to the needs and interest of youth.
- Provides one overnight retreat/recreation opportunity for youth with the assistance of youth advisory board members. Periodically provides youth liturgies during the year.
- Encourages and assists youth to find service opportunities both within the Church and greater community.

Board of Education

- Regularly reports on activities
- Recommends to the chairperson items to be included on the agenda.
- Identifies issues requiring the formulation of parish policy.