

**SAMPLE**

**POSITION DESCRIPTION**

**Title: RELIGIOUS EDUCATION DIRECTOR**

**I. IDENTIFYING INFORMATION**

Status:     Full-time                      \_\_\_ Part-time  
                  \_\_\_ 10 month                      \_\_\_ 12 month  
                   Exempt        \_\_\_ Non-Exempt        \_\_\_ Volunteer

Reports to: Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Religious Education administrates (designs, develops, directs and evaluates) a total parish catechetical program and provides leadership to assist a parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach.

**III. POSITION CONTENT**

**A. Major Position Responsibilities and Regular Activities**

1. Designs catechetical programs which support lifelong learning and conform to the National Catechetical Directory (NCD), Archdiocesan guidelines, parish needs and contemporary culture

Conducts needs assessments in the parish

Integrates insights from current catechetical literature into program planning.

Develops goals, objectives and strategies for the total religious education program.

Articulates a vision/direction for the parish catechetical program.

Pursues further education and professional development.

2. Develops a coordinated approach toward total parish religious education, i.e. faith development through catechesis on all levels.

Designs catechetical programs which meet the needs of the parish community.

Recruits/hires, trains, supervises and evaluates catechists and support staff.

Maintains relationship with pastor, other parish staff members, commission, catechetical staff and Archdiocesan Office of Religious Education.

Develops individualized programs for parishioners with special religious education needs.

**IV. WORKING ENVIRONMENT**

This position may entail evening or weekend work.

ADDENDUM: The Coordinator of Religious Education is generally responsible for one (or more) of the following:

Elementary Parish School of Religion (CCD)

High School/Youth Religious Education Program

Early Childhood Programs

Special Religious Education Programs

Vacation Bible School

Adult Education Programs

Adult Catechetical Teams