

PRIMARY FUNCTION: The Director of Religious Education (DRE) is responsible for the development, implementation and administration of the overall Faith Formation program (Adult Faith Formation, RCIA, Youth and Elementary Faith Development Programs, and Sacramental Preparation). As an integral member of the Parish Ministry Team, the DRE provides expertise and support to the Saint Mark parish community. The DRE is responsible for continuing professional and personal development regarding faith development and ministry issues by attending deanery and diocesan conferences and pursuing appropriate professional and continuing education opportunities.

WORKING RELATIONSHIPS:

- A. Is accountable to the pastor and the Parish Administrator.
- B. Participate in Parish Staff Meetings.
- C. Participates as a member of the parish staff in working for the good of the entire parish
- D. Maintains contact with the Diocesan Office of Catechesis, and the Cape Fear Deanery Faith Development Coordinator, and attends Deanery Faith Development leader meetings
- E. Collaborates with the following (if not also fulfilling one of the roles):
 1. Director of Adult Faith Formation (AFF)
 2. Director of Youth Ministry (DYM)
 3. Director of Elementary Faith Development (FFY)
 4. Faith Formation catechists and leaders (Adult, RCIA, Youth, Children, Children Liturgy of the Word, Little Lamb, etc).
 5. Parents of Elementary and Secondary age children.
 6. Saint Mark School regarding Sacramental Preparation coordination.
- F. While we would warmly welcome the DRE's participation in other parish activities on a volunteer basis, participation in volunteer activities will not be compensated.

MAJOR POSITION RESPONSIBILITIES:

A. **Program Development:** The DRE is responsible for the overall supervision, development, implementation, and administration of the following programs and ministries.

1. Plan overall Faith Development goals and objectives in collaboration with the Pastor.
2. Develops a committee for adult education in the parish. Directs the discernment of parish needs for adult education and evaluates the quality of these programs.
3. Consults and collaborates with the director of Music & Liturgy, RCIA, and director(s) of Youth and Elementary Ministry to develop comprehensive faith formation programs for the parish.
4. Ensures that the guidelines and laws of the church, especially the *General Directory for Catechesis*, *Our Hearts Were Burning Within Us*, and *The Rite of Christian Initiation of Adults* are implemented in the formation programs.
5. Oversees and develops the Baptismal and Adult Confirmation Program for the parish.
6. Sacramental Preparation for Reconciliation, Eucharist, and Confirmation.
7. Youth Ministry Program (Junior [JYM] and Senior [SYM] – 6th -12th Grade.
8. Elementary Faith Development Program - Pre-K to 5th Grade.
9. Children's Liturgy of the Word (CLOW)
10. RCIA adapted for Children (RCIA-C)
11. Vacation Bible School (VBS)
12. Deanery and Diocesan Programs

B. **Administration/Financial:**

1. **Adult Faith Formation**

- a. Develop and administer the Adult Faith Formation (AFF) annual budget in collaboration with the Pastor, Parish Administrator and other members of the Adult Faith Formation team.
- b. Insure materials for adult formation and education programs are ordered.
- c. Prepare annual AFF calendar in consultation with Faith Development Department and administrative staff.
- d. Insures dissemination of faith formation programs and opportunities via bulletin boards and parish bulletin.
- e. Maintains records for the adult education programs including RCIA.
- f. Participate in the decisions about recruitment, interview, hire, supervision, evaluation and termination of volunteer and staff.

2. **Youth and Elementary Faith Development:**

- a. Develop and administer the annual Faith Formation budget in collaboration with the DYM, FFY and the Parish Administrator.
- b. Insure materials for Youth and Elementary formation and education programs are ordered.
- c. Prepare annual parish Faith Development calendar (Adult, RCIA, RCIA-C, Youth, Children, Sacramental Preparation). (See III.B.c above)
- d. Supervise maintenance of registration and attendance records and calendar in collaboration with the DYM, FFY and other administrative staff as necessary.
- e. Select, monitor and update curriculum and develop resources for

A. Formation & Training of Others

1. Adult Faith Formation

- a. Oversees the formation and functioning of the parish Adult Formation committee, which oversees Adult Formation programs, policy and evaluation. Adult Formation Committee is composed of an overall coordinator (chair), relevant staff members, and individual ministry coordinators/representatives.
- b. Recruits and oversees the formation of those involved as leaders and presenters in adult education.
- c. Oversees Catechists in carrying out assigned responsibilities.
- d. Maintains and monitors adult education books and resources in the parish library.

2. Youth and Elementary Faith Development

- a. Coordinate and provide formation for Elementary, CLOW, VBS and RCIA-C Catechists and Volunteers.
- b. Oversees Staff for Youth and Elementary Faith Development.
- c. Oversees Catechists in carrying out assigned responsibilities.
- d. Oversees Volunteers for Youth and Elementary Faith Development.

B. Communication:

1. Attends parish staff meetings and reports on Adult and Elementary Faith Development issues
2. Attends Office of Faith Development staff meetings as appropriate.
3. Attends Parish Pastoral Council meetings +/- semi-annually reporting on Adult, RCIA, Youth and Elementary Faith Formation.
4. Communicates with Adult Faith Formation leaders and committee as necessary.
5. Communicates regularly with Catechists (Adult, RCIA, Young Adult, & Youth) as necessary via internet, newsletter, etc.
6. Communicates with Youth and Elementary Parents through letters, meetings and phone calls as necessary.
7. Communicates regularly with pastor and Parish Administrator.
8. Keeps parish informed of Faith Formation items using appropriate media.

QUALIFICATIONS AND WORKING CONDITIONS

A. Qualifications

1. Practicing Roman Catholic, in good standing, with leadership skills.
2. Bachelor's Degree (or better) or equivalent in theology or religious education.
3. Experience in the field of catechesis, planning and programming.
4. Familiarity with the catechumenal process and lectionary-based catechesis.
5. Experience with Sacramental Preparation for Confirmation, First Penance and First Communion.
6. Awareness of church teaching and trends in the fields of the catechumenate (RCIA), liturgy, adult catechesis, evangelization, and canon law.
7. Knowledge of human and financial resource management.
8. Possess appropriate leadership, communication and people skills
9. Be willing to learn Diocesan policies and Saint Mark Church policies.

B. Working Conditions

1. This is a full-time 40 hour a week FLSA-EXEMPT position. Because of seasonality and the demands of the liturgical calendar, it is understood that these hours will not be ratably spaced throughout the year.
2. SALARY: Determined annually.
3. BENEFITS: Medical, Dental, Vision, Life Insurance benefits, and Retirement Plan in accordance with the Diocesan Policies. After one year of employment you receive, 10 days paid annual vacation, after five years 15 days, after 10 years 20 days. You receive seven days annual sick leave (maximum accrued 15 days) and two personal days each year that do not accumulate.