Director of Religious Education (DRE) Job Description
St. Charles Borromeo Catholic Church
Grand Coteau, Louisiana

<table>
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<tr>
<th>Position Title:</th>
<th>Immediate Supervisor:</th>
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<tr>
<td>Director of Religious Education</td>
<td>Pastor</td>
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<th>Position Status:</th>
<th>Work Schedule:</th>
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<td>Non-Exempt, Part-time</td>
<td>15-20 hours/week flexible; Attendance at all staff meetings; Sunday mornings</td>
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The Director of Religious Education may be called upon to attend meetings, facilitate classes/programs, etc., at times other than noted above, when necessary and/or directed.

Position Summary: The Director of Religious Education (DRE) conducts and coordinates the parish religious education programs including but not limited to: CCD program (grades 1-5) and Six Steps to Easter program (grades 6-10) both at St. Charles and Christ the King Mission; sacramental preparation program for First Confession, First Communion, Christian Initiation for both children and adults (RCIC and RCIA); and helps facilitate adult faith formation. The DRE is also the Safe Environment Coordinator for the parish. This position will be evaluated annually by the Parish Administrator and/or the Pastor.

The following statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities are subject to change as the needs and requirements of the parish/office change, as directed by the Pastor and/or the Parish Administrator.

Responsibilities:

- To implement, maintain, evaluate, and develop the parish catechetical program and curriculum for grades 1-8, including sacramental preparation for First Reconciliation and First Communion.
- To implement, coordinate, and oversee the RCIA program for the parish, including appropriate formation of children of catechetical age seeking baptism.
- To help facilitate adult faith formation in the parish.
- To recruit, train, supervise, and evaluate volunteer catechists for all parish catechetical programs, encouraging catechists to achieve certification.
- To effectively integrate the family as an important agent in the catechetical formation.
- To speak to the congregation at all Masses at least once per year to preview the programming and goals for the year and to invite registration.
- To collaborate with the youth minister in forming a unified catechetical program for both the grade school and high school students.
- To serve as a member of the parish staff, attending all staff meetings, and to maintain a good working relationship with all ministers of the parish.
- To communicate regularly and effectively to the parish, the parish staff, and the parish council about religious education activities, attending all parish council religious education commission meetings.
- To connect and coordinate with the Diocesan Office of Catechetics.
- To act as the diocesan contact person with the Office of Safe Environment for all activities associated with the Safe Environment Program.
- To coordinate the implementation of effective child protection training programs in the parish/school
- To conduct all Safe Environment trainings as needed for all volunteers working with our youth (less than 18 years of age.)
- To possess a good understanding of how the diocesan Safe Environment program works and to be willing to work with the parish staff to maintain up-to-date records, to verify references, to submit required paperwork to the diocesan Office of Safe Environment, etc.
- To engage in ongoing personal faith formation and DRE training.
- To develop and maintain a budget for the religious education program.
- To adjust program components (space, time, materials, etc.) as needed.

**Qualifications:**
- Must have experience as a parish catechist or related teaching experience.
- Must have Bachelors/Masters degree in Theology, Ministry or related field; or a combination of education and experience will be considered.
- Must be a practicing Roman Catholic in good standing with the Church, fully supportive of the Church’s authentic magisterium. Must model a Catholic vocation and moral life.
- Must have a passion for the evangelization and faith formation of children, rooted in a personal relationship with Jesus Christ in faithful obedience to His Church.
- Must have good public relations skills and an ability to communicate effectively, both orally and in writing in a positive and professional manner with children, parents, and the parish.
- Must have good leadership, administrative, planning, and organizational skills.
- Must have technology skills, especially in the area of communication through social media, as well as basic computer skills using Microsoft Office Suite and G Suite.
- Must be able to work well as a team member of the parish staff.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Must be working toward Catechesis Certification, DRE Certification.
- Must have the ability to maintain confidentiality.

**How to Apply:**
- Please send a cover letter with resume to Fr. Mark Kramer, S.J., Pastor, at matte@st-charles-borromeo.org