

## Director of Religious Education - DRE

- This position is responsible for direction and coordination of Mother Teresa of Calcutta Catholic Church Youth Religious Education Program
- Part-Time; 20hrs per week
- Attendance during Religious Ed Class times and Sacrament Services
- Attendance at quarterly Liturgy meetings
- Attendance at regional DRE meetings events as scheduled

### Qualities of a Successful Candidate

- Good communication and organizational skills
- Experience in education
- Knowledge in faith development, liturgical planning, management of volunteers
- Proficient with Microsoft Office

### Primary Job Responsibilities Include

- Religious Education Development
  - Coordinate and oversee parish PreK-Confirmation II Religious Education program
  - Stimulate growth by supporting teachers in the classroom
- Mentoring of Volunteer Catechesis
  - Recruit catechists
  - Evaluate activities of existing Catechesis
  - Provide resources for Catechesis
- Administrative Duties
  - Coordinate program registrations
  - Maintain Religious Education database
  - Create and maintain teachers resource library
  - Coordinate religious education calendar and events with Parish Life Coordinator
  - Make sure all volunteers have met Virtus requirements
  - Coordinate and report annual Virtus Lessons required by the Archdiocese
  - Ordering and distribution of curriculum as well as teaching and student materials
  - Oversee teaching plans and curriculum
  - Establishes and maintains the budget for the Youth Religious Education Program
  - Reports to the Pastor as necessary
- Sacramental Preparation
  - Responsible for scheduling First Reconciliations, First Communion and Confirmation with Pastor and Parish Life Coordinator
  - Oversee students are properly prepared for reception of Sacraments
  - Plan or arrange for Confirmation retreat as required by the Archdiocese
  - Confirm that all Archdiocesan requirements are met and paperwork submitted
  - Collaborate with Music Director and Liturgical Coordinator on Sacramental liturgies
  - Openly communicate all important dates and practices with parents and teachers
  - Collect baptismal information from each student for proper recording
  - Plan and coordinate receptions after Sacramental celebrations
  - Report Sacraments received to Parish Life Coordinator for Church Records

- General Expectations
  - Confirmed Catholic
  - Follow precepts of the Roman Catholic Church
  - Make decisions based on the theology of the Pastor and the Catholic Church
  - Self-starter and self-motivated
  - Punctual and reliable
  - People skills and conduct themselves in a professional manner
  - Share appropriate information with other employees of MTCC. Confidentiality of church business and knowledge of confidential parishioner information is of the utmost importance.