

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:**

**POSITION:** Religious Education Coordinator

**CATEGORY:**

**RANGE:**

**FULL TIME**

**SUPERVISOR:** Pastor

**Job Summary:** Coordinates Religious Education and other religious activities in the parish under the supervision of the Business Manager.

### **Essential Functions:**

- Maintains programs which meet the needs of various segments of the parish community under the guidance of the Business Manager.
- Responsible for scheduling catechetical staff, maintaining and communicating lists of volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
- Schedules and adjusts program components (space, time, materials, etc.) as needed.
- Works within the budget allocated for the operation of the various programs.
- Coordinate volunteer programs. Supervise volunteers as needed for parish projects and liturgical activities approved by and under the supervision of the Business Manager. Volunteer candidates for CCD and RCIA programs must be submitted to Pastor for approval.
- Coordinates funerals, baptisms and marriages. Works with appropriate persons involved and communicates with families/relatives regarding the procedures for these services. Will also be responsible for the completion of required documentation and for all set up and clean up for such events.
- Responsible for opening and closing the church and set up for Masses or Communion services. On week days may work with and be responsible for scheduling volunteers to assist in these activities.
- Work with the Business Manager to maintain regular work schedule, vacation times, etc.
- Responsible for coordination of special liturgical celebrations.
- Responsible for all other duties as assigned.



## **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent.

**Experience:** The Coordinator of Religious Education is expected to have one or more of the following:

1. BA in Theology/Religious Education or a related field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
2. BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
3. BA/BS in an unrelated field or no college degree with twenty-four (24) semester credits in Theology and Catechetics and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
4. The Coordinator of Religious Education is expected to have a minimum of three years of teaching experience in a Catholic school or equivalent and one year of administrative experience (paid or volunteer).

**Skills/Knowledge:** The Coordinator of Religious Education is expected to have capabilities in:

1. Theology
2. Program Coordination
3. Coordination of Catechist Development
4. Communication and Relationship
5. Administration

## **Working Environment:**

This position may entail evening or weekend work.