

**Diocese of Sacramento  
JOB DESCRIPTION**

<b>PARISH:</b> <b>POSITION:</b> Religious Education Director (DRE) <b>CLASSIFICATION:</b> Exempt <b>SCHEDULE:</b>
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**SUPERVISOR:** Pastor

**JOB SUMMARY:** 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.

**Position Content**

A. Major position responsibilities and regular activities.

1. Designs catechetical programs which support lifelong learning into program planning.
  - 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.
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  - Maintains relationship with pastor, other parish staff members, commission, catechetical staff and Diocesan Office of Religious Education.
  - Develops individualized programs for parishioners with special religious education needs.
  - Is responsible for the maintenance of a parish library.

- Is responsible for the acquisition and maintenance of AV equipment.
  - Shares responsibility with other staff members for building maintenance, improvement, space design.
3. Directs the implementation and on-going management of the total parish religious education program.
- Identifies and enables leadership within the community to take responsibility for program components.
  - Adjusts program components (space, time, materials, human, and physical resources) as needed.
  - Creates and monitors a budget (income and revenue allocation) for the operation of programs.
  - Obtains resources (AV, parish, library, textbooks, liturgy materials) which complement the religious education efforts in the parish.
  - Negotiates for space and other physical environment requirements.
  - Coordinates liturgical/ sacramental functions and varied prayer experience.
  - Communicates with participants, parents, parish-at-large to keep them informed of religious education efforts.
4. Evaluates the religious education programs of the total parish in relation to the goals, objectives and strategies.
- Conducts program evaluation at all levels (parish staff, catechetical staff, participants).
  - Collates evaluation information and gives feedback to appropriate groups (education commission, parish staff, program participants, etc.).
  - Adjusts religious education programs in relation to parish feedback and current professional literature.
  - Meets with coordinators of programs to elicit further information regarding evaluation and future planning.

**Responsibility for Quantifiable Measures**

- A. The Director of Religious Education is responsible for a budget of \_\_\_\_\_.
- B. The Director of Religious Education supervises a catechetical and support staff of \_\_\_\_\_ who are paid and \_\_\_\_\_ who are volunteers.

**Working Environment**

This position entails frequent evening and weekend work.

ADDENDUM: The following is a list of programs for which a Director of Religious Education could be responsible. Depending on the size of the parish, no single individual could be expected to administrate all of these programs.

- Elementary Parish School of Religion (CCD)
- High School/Youth Religious Education Program
- Parochial Elementary School Religion Program
- Early Childhood Programs
- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation)
- Special Religious Education Programs
- Vacation Bible School
- Adult Education Programs
- Adult Catechetical Terms
- R.C.I.A. Process
- Parish Ministry Training

### **MINIMUM QUALIFICATIONS:**

**Education:** The Director of Religious Education is expected to have one of the following:

1. MA in Theology/Religious Education or a related theological field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
2. MA in Education or Educational Administration with twenty-four (24) semester credits in Theology and Catechetics.
3. MA in an unrelated field 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.

**Experience:** The Director of Religious Education is expected to have a minimum of three years teaching experience in a Catholic school or equivalent and at least one year of paid administrative experience.

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

- Theology
- Program Development
- Catechist Development
- Education
- Communication and Relationship
- Administration and Management