

POSITION DESCRIPTION

**Coordinator of Religious Education (CRE)
St. Margaret of Scotland Church and School**

General Description

The CRE is responsible for the organization and administration of the religious education and Catholic formation program for all young people in St. Margaret of Scotland parish from the pre-kindergarten level through eighth grade. Fulfillment of the catechetical mission of the parish by the CRE will be carried out with direct supervision from the pastor and in collaboration with the school's principal. The CRE ensures the religious curriculum and activities of the school conform to and exceed the expectations of the Archdiocesan Catholic Education Office.

Qualifications

The CRE must be living in full sacramental communion with the Catholic Church. The ideal candidate possess advanced level degrees in Catholic theology or religious education as well as religious certification from the Archdiocese. Teaching experience in religious education is preferred. This person must be competent in applying age appropriate catechetical methods and basic program development as well as exhibit skills in interpersonal communication, collaborative ministry and public speaking. Completion of the Protecting God's Children program and appropriate background checks are required.

General Responsibilities

This person will provide the following functions:

- Collaboratively develops and maintains a sequential catechetical process with appropriate materials for each stage of faith development and for life-long learning.
- Supervises curricula planning and the selection of texts. Periodically reviews and assists teachers with religious education lesson plans.
- Oversees the sacramental preparation of all parish young people for First Reconciliation, First Holy Communion and Confirmation and involves parents through organized meetings and activities.
- Organizes and leads retreat days for a different grade each month of the school year.
- Develops and maintains a calendar of student activities or exercises that celebrate the Church's seasonal observances.
- Collaborates with full-time teachers in planning student liturgies. Supplies liturgy plans to presiding clergy in advance of celebration.
- Creates handbooks and other communications for youth, parents and catechists.
- Assists teachers in achieving Archdiocesan required catechetical certification and maintains these records.

- Arranges for in-services and on-going development opportunities for catechists and teachers.
- Ensures a climate of respect and honor for religious traditions of non-Catholic students and faculty in the school.
- Works with Archdiocesan Office of Catholic Education and Formation and represents the parish at various meetings and conferences pertaining to religious education.
- Acts as a liaison to South City Parish School of Religion program and serves as a point of contact for St. Margaret PSR families, home school families and all other children outside the full time parish school.
- Cooperates with parish staff in all necessary communication of relevant programs and securing use of the facilities.
- Monitors and develops in consultation with the Parish Administrator an annual budget.
- Evaluates the programs to determine strengths, areas of improvement and future needs.
- Perform any other pertinent duties as assigned by the pastor.

Working Conditions

The CRE is a full-time position. This person will be provided office space with private telephone line, computer, internet access, and use of gathering spaces for work-related events. This role will require flexibility of time as evening and weekend work-related activities will happen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects. The employee is occasionally required to stand, walk and reach with hands and arms.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.