



Archdiocese of Miami

Office of Catechesis

Position: PARISH DIRECTOR OF RELIGIOUS EDUCATION OR
PARISH DIRECTOR OF CATECHESIS

Reports to: Pastor or Parish Administrator

FLSA status: Exempt

Date prepared: October, 2011

SUMMARY

The Director of Religious Education (DRE) has the pastor's delegated responsibility and authority to develop and implement a plan for lifelong comprehensive and systematic catechesis. This responsibility may be exercised in collaboration with parish staff members who share the responsibility for catechesis.

The parish Director of Religious Education is "the person who organizes and directs the program of lifelong faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff." (*National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders, USCCB/CCA, ©2003 p.16*) In large parishes the DRE responsibilities may be shared by more than one DRE. The following responsibilities of the Director of Religious Education are based on the *National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders*.

ESSENTIAL JOB FUNCTIONS

1. Vision and Program Design

- Develops and implements a plan for comprehensive and systematic catechesis for children, youth and adults based on the plan for comprehensive and systematic catechesis of the Archdiocese of Miami
- Establishes long range and short term goals and outcomes for effective parish catechesis
- Develops Sacramental Preparation
- Works with parents to ensure the support and involvement of the family in the parish catechetical program.

2. Administration

- Implements the catechetical policies and curriculum of the Archdiocese of Miami
- Directs the parish catechetical programs from adults to children.
 1. Adult Catechesis and Faith Formation including RCIA and Adult Confirmation
 2. Junior High and Youth Catechesis including preparation for the Sacraments
 3. Elementary Grade Catechesis (K-8) including preparation for the Sacraments
 4. Pre-school Catechetical Programs
 5. Christian Initiation of Children
 6. Catechetical programs for other languages
 7. Family Catechesis and Infant Baptism Preparation

8. Home Catechesis

9. Special Needs

- Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines
- Provides catechetical programming in other languages as needed
- Evaluates effectiveness of all catechetical programs
- Maintains accurate records on student enrollment, attendance and sacramental preparation and submits requested data to the Office of Catechesis
- Ensures a pastoral approach for all in setting program structures, e.g. calendar dates, scheduling use of facilities, procedures for registration and fee collection
- Publishes a handbook which contains parish programs and sacramental policies and procedures in accordance with the Archdiocesan guidelines.
- Engages pastor and parish pastoral staffs in annual process of assessment, planning and evaluation
- Establishes a representative catechetical advisory council to ensure quality total parish catechesis
- Sets the environment for procedures for management of sessions and discipline
- Implements the guidelines for mandated reporting of legal issues according to Archdiocesan policies
- Assures adequate supervision of minors during the entire time they are on the parish premises for catechetical activities
- Implements conflict management procedures when appropriate
- Ensures maintenance and safety of premises according to local procedures
- Prepares annual budget and oversees expenditures after its approval by the pastor

3. Recruitment and Formation of Catechists and Ministers of Catechesis

- Recruits and screens candidates for the role of catechist
- Trains catechists and volunteers at all levels
- Provides on-going spiritual formation for catechists and volunteers at all levels through appropriate means such as retreats, evenings of prayers, workshops, conferences, courses, etc.
- Ensures that all their catechists are certified according to the guidelines of the Archdiocese
- Assists catechists in the selection of teaching aids and lesson planning
- Provides continued support for catechists by being present before, during and after the teaching assignments
- Consults with catechists, both experienced and newly recruited, to mutually assess their methodological and theological needs in order to design and implement appropriate training sessions

4. Supervision of Catechists, Ministers of Catechesis, and Support Staff

- Develops role descriptions for catechetical personnel and support staff
- Provides regular evaluation for catechists at all levels and support staff
- Supervises ministers of catechesis such as:
 1. Adult Catechesis and Faith Formation including RCIA and Adult Confirmation
 2. Junior High and Youth Catechesis including preparation for the Sacraments
 3. Elementary Grade Catechesis (K-8) including preparation for the Sacraments
 4. Pre-school Catechetical Programs

5. Christian Initiation of Children
6. Catechetical programs for other languages
7. Family Catechesis and Infant Baptism Preparation
8. Home Catechesis
9. Special Needs

5. Collaboration/Communication

- Collaborates with the pastor, other parish ministers and appropriate committees, boards and councils to develop catechetical vision, establish catechetical policy, and facilitate the understanding of catechetical ministry within the larger community
- Works with the parish staff to provide formation for adults and youth in the parish
- Cooperates with the principal of the Catholic School to present a united approach to total parish catechesis
- Communicates program information to parish community
- Networks with other catechetical leaders
- Assists in the planning of liturgical celebrations in the parish
- Cooperates with inter-parish planning for the development of regional programs
- Works with the Office of Catechesis in assessing catechetical needs
- Participates in Office of Catechesis and deanery/cluster/county meetings and other archdiocesan meetings as appropriate

6. Continuing Education and Professional Development

- Takes responsibility for his/her own professional and spiritual development
- Enrolls in courses and attends workshops related to responsibilities
- Maintains membership in professional organizations
- Participates in the on-going formation opportunities for DREs provided by the Office of Catechesis.

JOB SPECIFICATIONS

1. General Requirements

- Practicing Catholic who fully adheres to and models the Church's teachings in faith and morals (Cf. *National Directory for Catechesis*, 54 B 5)
- Active participation in parish life
- Appropriate mental and physical health to accomplish the tasks
- Be approved by the Office of Catechesis as per *Archdiocesan Policy p92.A*.

2. Specific Requirements – Graduate Level Theological and Ministerial Formation

- Masters' Degree or MDiv in Catholic Religious Education, Theology or a related field from a Catholic University or equivalent
- In processing the candidate for approval and archdiocesan certification as a Director of Religious Education.
- Completion of Core Theological Competencies, Ministerial Courses and archdiocesan safety policies (Background Check, Virtus, etc).

3. Other Knowledge, Skills, Attitudes.

- Excellent oral and written English-language communication skills, including clear speaking voice.
- Good Spanish-language spoken communication skills desirable; required in parishes of

- predominantly Spanish-speaking students.
- Good computer literacy, with proficiency in MS Outlook, Word, and PowerPoint.
- Must be able to operate audio-visual equipment as needed for presentations.
- Good time management, including ability to manage several projects at the same time.

COMPETENCIES

Integrity: Maintain a prayerful life, integrating the challenges of this ministry and their family life priorities, with a grounded sense of discipleship.

Accountability: Effectively reporting and dialoguing with the pastor in a continuous basis.

Attention to Detail / Quality Orientation: Accomplishing tasks by considering all areas involved; showing concern accuracy and good quality output; accurately checking processes and tasks. Monitoring activities.

Collaboration: Working effectively and cooperatively with other ministries at the parish and archdiocesan levels, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with employees.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning / Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Must be able to lift and carry, on occasion, bundles of catechetical and program materials weighing up to 25 pounds
- Able to walk and stand for prolonged hours as required by the parish catechetical sessions

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.