



Christ the Redeemer Parish

DIRECTOR (COORDINATOR) OF RELIGIOUS EDUCATION

(Exempt)

HOURS: Full Time

PROGRAM SIZE: 200-300 Students

SUPERVISOR: Fr. Chris Mann, Pastor

RE SPIRITUAL DIRECTOR: Deacon Joe Janocha

I. POSITION PURPOSE

To develop, implement and direct all aspects of the religious education and sacramental preparation program for students in grades one through eight, including retreats and catechetical events.

To develop, implement a meaningful spirituality program for teens, which includes opportunities for social and spiritual growth.

To supervise the RCIA process in collaboration with an adult catechist and other catechists as may be needed.

II. MAJOR RESPONSIBILITIES

- a. Develop and administer a comprehensive curriculum with supplemental spiritual activities directed to forming families of intentional disciples of Jesus Christ. The curriculum must incorporate measures to ensure orthodoxy and to gauge both catechetical and practical outcomes.

318 Carl Hasselhan Drive -- Atco, NJ 08004

856-767-0719 (Office)

856-753-7917 (Fax)

www.ChristTheRedeemer.us

- b. General duties require basic office skills, word-processing, data management, graphic design, accurate enrollment records and progress reports and all other necessary records.
- c. The program director serves *ex officio* as the parish's Safe Environment Officer who ensures absolute compliance with parish and diocesan policies and procedures.
- d. The program director will recruit, train and supervise qualified catechists and volunteers to help implement the objectives of the RE program and events.
- e. The program director will manage and keep current the RE page on the parish website (Word Press) and other social media as may be applicable.
- f. As part of the parish team, the program director is expected to fulfill any related duties as may be deemed necessary by the pastor on an *ad hoc* basis.
- g. The program director must maintain the highest standards expected of Catholic professionals, duties, especially treating all individuals with dignity as persons created in the image and likeness of God.

III. EXPECTED QUALITIES AND QUALIFICATIONS

- a. Baptized and practicing member of a Catholic Parish with unswerving commitment to the mission of the parish, which is to make practical disciples of Jesus Christ, formed to build up His kingdom.
- b. Successfully complete all safe environment requirements as per Christ the Redeemer Parish, in keeping with the Diocese of Camden, New Jersey and must be thoroughly knowledgeable of all safe environment policies and procedures.
- c. Comprehensive knowledge of the orthodox teachings of the Roman Catholic Church in terms of faith, morals and liturgy; and respectively for either,
 - i. **DRE:** A relevant Master's Degree or proven experience.
 - ii. **CRE:** A relevant Bachelor's Higher or proven experience.
- d. Self-starter and independent; able to plan and organize efficiently and effectively; works as an integral part of a team.

- e. Strong computer skills and proficiency with Microsoft Office Suite. Ability to learn Parish Soft and website management. Adobe helpful.
- f. Ability to honorably represent the parish to all.
- g. The ability to maintain strict confidentiality is an absolute must.
- h. Proven experience in teaching and related responsibilities.