

St. Mark's Catholic Church

Job Description

Job Title: Director of Religious Education

Exemption Status: Exempt

Department/Location: St. Mark's Catholic Church

Position Reports to: Church Pastor

Primary Function: The Director of Religious Education position is instrumental in providing faith formation for children and others of the parish through the Religious Education program. With St. Mark's continuous community growth, this exciting position will require a creative, energized and well-organized thinker focused and driven on building a comprehensive Religious Education program, while managing general daily operations to accommodate program changing growth.

Essential Duties and Responsibilities:

- Perform as a lay ecclesial minister in support of the parish's spiritual and pastoral mission.
- Create strategic plan prioritizing: needs, goals and objectives of program development.
- Communicate and work effectively with all parish ministers and staff.
- Serve as a resource and support for other ministers and staff, participate in meetings as necessary.
- Plan age appropriate curriculum, incorporate prayer, service and outreach at all levels.
- Administer Religious Education program to include: program coordination, assign catechists and volunteers, keep sacramental records, set and enforce facilities guidelines, while ensuring a safe environment.
- Administer all financial aspects of the religious education program.
- Recruit passionate Catechists and provide education and training, adhering to Diocesan guidelines.
- Assist in managing religious education staff including screening, employment and assignment of volunteers, in accordance with Diocesan policies and procedures.
- Coordinate as necessary, activities with Diocesan staff.
- Manage personnel assigned in accordance with personnel policy guidelines.
- Prepare reports as necessary and according to specified timelines.
- Ensure commitment to the Diocese of Tucson Safe Environment Program requirements at all times; implement Standard Operating Procedures (SOP's) for youth activities as needed.
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment.

Required Activities: Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and keyboarding.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church.
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills.
- Exercise courtesy and is respectful of church community diversification including: other employees, parishioners, and public.
- Must be a self-starter; well organized; perform multiple tasks simultaneously demonstrating a sense of urgency.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a team environment; exercise excellent work ethics including: punctuality; accuracy and ability to travel locally as required as well as possible weekend and overtime work.
- Proficiency in computer technology to include word-processing, spreadsheets and power point.
- Exhibit professional demeanor and personal appearance.
- Ability to successfully pass a background, criminal history, and credit history check.

Education and Experience:

- Bachelor degree in business, education or public administration or a related field or equivalent experience.
- 3 years experience in a Catholic religious education environment as an educator or practicing catechist.
- Level 1 catechetical certification or equivalent education.

Other Skills and Abilities:

- Bi-lingual (English-Spanish) preferred
- Level 2 catechetical certification or equivalent education preferred