

HOLY FAMILY CATHOLIC CHURCH **DIRECTOR OF RELIGIOUS EDUCATION & YOUTH MINISTER**

POSITION ANALYSIS

The Director of Religious Education (DRE) 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*). As Youth Minister, this individual is also responsible for designing, developing, and implementing programs and events to enhance and foster the faith formation of youth.

PERSONAL QUALIFICATIONS

Be an individual who is driven by the Catholic faith and is willing to fulfill the vision and mission of Holy Family Catholic Church; enjoys working with people; has an ability to work as a team with Parish and CCE staff, ministry leaders, and volunteers; has excellent organizational skills and an ability to handle multiple projects; understands the importance of confidentiality of church records and conversations; displays good judgment, emotional control, and integrity. Good Spanish-language oral and written communication skills desirable. Excellent computer literacy with proficiency in MS Outlook, Word, Publisher, Excel, and PowerPoint. Must be able to operate audio-visual equipment as needed. Good time management, including ability to manage several projects at the same time. Must be well-versed in Catholic teachings and theology. Must understand the impact of adolescent psychological development and social growth.

REPORTING FUNCTION

This position reports directly to the Pastor.

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 Galveston-Houston
- ✓ Promotes faith formation at all levels and maintains an ongoing awareness of Faith Formation and Evangelization
- ✓ Establishes long-range and short-term goals and outcomes for effective Parish catechesis
- ✓ Develops Sacramental Preparation
- ✓ Provides the vision and coordination for the Parish’s efforts in ministry to young people from sixth grade on; this includes high school and middle school sessions, monthly activities, retreats, conferences, etc.

2. ADMINISTRATION

- ✓ Implements the catechetical policies and curriculum of the Archdiocese of Galveston-Houston
- ✓ Directs the Parish catechetical programs for children, youth, and adults
- ✓ Implements Parish evangelization outreach programs
- ✓ Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines
- ✓ Evaluates effectiveness of all catechetical programs
- ✓ Develops, schedules and/or facilitates courses and retreats
- ✓ Maintains accurate records on student enrollment, attendance, and sacramental preparation and submits requested data to the Archdiocese
- ✓ Ensures a pastoral approach for all in setting program structures, e.g. calendar dates, scheduling use of facilities, procedures for registration and fee collection
- ✓ Sets the environment for procedures for management of sessions and discipline
- ✓ Implements the guidelines for mandated reporting of legal issues according to Archdiocesan policies
- ✓ Oversees supervision of minors during the time they are on the Parish campus for catechetical activities
- ✓ Implements conflict management procedures when appropriate
- ✓ Coordinates recruitment, training, support, and evaluation of volunteers in the youth ministry program
- ✓ Advocates for a comprehensive vision of youth ministry by working closely with relative Archdiocesan offices

3. RECRUITMENT AND FORMATION OF CATECHISTS AND ADULT LEADERS FOR YOUTH PROGRAM

- ✓ Recruits and screens candidates for the role of catechist and adult leaders for youth ministry
- ✓ 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 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 teaching assignments
- ✓ Consults with catechists to mutually assess their methodological and theological needs in order to design and implement appropriate training sessions

4. SUPERVISION OF STAFF, CATECHISTS, AND ADULT LEADERS

- ✓ Develops role descriptions for catechetical personnel and support staff
- ✓ Provides regular evaluation for catechists at all levels and support staff
- ✓ Maintains ongoing awareness of Faith Formation and Evangelization
- ✓ Supervises ministers of catechesis such as:
 1. Adult Catechesis
 2. Faith Formation including RCIA, RICA
 3. Adult Confirmation
 4. Junior High and Youth Catechesis including preparation for the Sacraments
 5. Elementary Grade Catechesis (K-8) including preparation for the Sacraments
 6. Pre-school Catechetical Programs
 7. Christian Initiation of Children (RCIC)
 8. Family Catechesis
 9. Infant Baptism Preparation
 10. Home Catechesis
 11. Special Needs
 12. Youth Programs

5. COLLABORATION / COMMUNICATION

- ✓ Collaborates with Pastor, Parochial Vicar, Business Manager, and Leadership Team to develop catechetical vision, establish catechetical policy, and facilitate the understanding of catechetical ministry within the larger community
- ✓ Works with the CCE and Parish staff to provide formation for adults and youth in the Parish
- ✓ Communicates program information with the Parish community via the Parish's communication platforms
- ✓ Networks with other catechetical leaders and youth ministers
- ✓ Participates in the Liturgy Committee
- ✓ Cooperates with inter-parish planning for the development of regional programs
- ✓ Works with relative Archdiocesan offices in assessing catechetical needs
- ✓ Participates in Archdiocesan and deanery/cluster/county meetings and other Archdiocesan meetings as appropriate
- ✓ Serves as liaison with relative Archdiocesan offices and their programs, services, and resources

6. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

- ✓ Takes responsibility for her/his 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
- ✓ Participates in various national and local professional youth ministers' associations

EDUCATIONAL REQUIREMENTS

Graduate level Theological and Ministerial Formation. Bachelor's Degree in Theology, Pastoral Studies or related field; minimum of three (3) years of experience as a DRE at a Catholic Parish or four (4) years of experience as an Assistant DRE preferred; a minimum of five (5) years of experience as an employee in a parish preferred. Completion of Core Theological Competencies, Ministerial Courses, and Archdiocesan Safe Environment training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- ✓ Lifting of weight in accordance to the catechetical sessions and Parish programming
- ✓ Able to walk and stand prolonged hours as required by the Parish catechetical sessions
- ✓ Must be able to work a flexible schedule as needed
- ✓ General office environment and on some occasions working outside in various temperatures and weather conditions

SCOPE OF POSITION

Exempt, full-time position. It is understood that the hours will be set to serve the needs of the Parish. The Office is closed on Archdiocesan holidays. Additional benefits will be discussed during the interview. This job has supervisory responsibilities.

DISCLAIMER

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

HOW TO APPLY

Submit your cover letter and resume via email to information@holyfamilychurch.us with the subject line: **DIRECTOR OF RELIGIOUS EDUCATION POSITION APPLICATION**. Deadline for submission: **May 15, 2022**.