**Coordinator of Religious Education Role Description**

I. ROLE IDENTITY

Title: Coordinator of Religious Education

Status: Non-exempt

Accountable to: Pastor and Director of Religious Education, if applicable

II. ROLE DESCRIPTION

As a Parish Catechetical Leader, the Parish Coordinator of Religious Education coordinates one or more specific areas of a total parish religious education/formation program.

III. ROLE RESPONSIBILITIES

**COORDINATING**

Coordinates the personnel and resources of one or more specific catechetical areas.

1. Recruits, trains, supervises and evaluates catechists in a specific program.

2. Maintains open communication with appropriate parish and diocesan leadership personnel regarding the specific area of responsibility.

3. Works within the budget allotted for the operation of the program.

4. Communicates with the participants, catechists in a particular program.

5. Cooperates with other personnel regarding physical space and resources.

6. Adapts program components according to evaluation feedback and need.

7. Submits requests for budget needs to the appropriate personnel in the parish.

8. Coordinates various prayer and liturgical celebrations within their specific program/s.

IV. AREAS OF RESPONSIBILITY

The Parish Coordinator of Religious Education position requires frequent evening and week-end work.

The Coordinator of Religious Education could be responsible for any one of the following areas of catechesis/formation in a parish.

* + - * Pre-School Religious Education
      * Elementary Religious Education
      * High School Religious Education
      * Adult Religious Education
      * Sacramental Preparation (Baptism, Eucharist, Confirmation, Reconciliation)
      * Special Religious Education (SPRED)
      * Rite of Christian Initiation of Adults (RCIA)
      * Youth Ministry
      * Vacation Bible School
      * Liturgy of the Word for Children
      * Family Religious Education
      * Evangelization Initiatives
      * Catholics Returning Home or other returning Catholics processes

V. SCOPE OF RESPONSIBILITY (MEASURABLE)

1. The Coordinator of Religious Education:

• Coordinates a volunteer staff of \_\_\_\_ persons.

• Works with a budget of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the specific area of responsibility.

VI. PERSONAL AND PROFESSIONAL REQUIREMENTS

A. **PERSONAL REQUIREMENTS**

The effective Coordinator of Religious Education in a parish needs to be:

1. a person of faith and prayer, actively participating in Roman Catholic worship and able to articulate that faith.

2. able to effectively relate to peers and authority

3. a person able to integrate academic learning with pastoral experience.

4. good at organizing, working with details.

5. able to articulate communications in verbal and written form.

6. participating in on-going spiritual formation (spiritual direction, faith-sharing groups, prayer groups, annual retreat, etc.).

7. taking on-going educational opportunities.

B. **KNOWLEDGE AND COMPETENCIES**

The Coordinator of Religious Education in a parish is expected to have or be working toward attaining the following areas of knowledge and competencies:

* Completion of the Parish Catechetical Leadership Institute offered through Saint Meinrad Seminary and School of Theology.
* Ongoing formation in theology, catechesis and spirituality.