



<h2>Religious Education Assistant</h2>
--

Job Title:	Religious Education Assistant
Location:	Christ The King Parish
Reports To:	Parish Catechetical Leader; Dotted line to Director of Youth & Young Adult Faith Formation
FLSA Status:	Part-time; Hourly
Last Revised:	2026

Summary:

The Religious Education Assistant assists the Parish Catechetical Leader & Director of Youth and Young Adult Faith Formation in the delivery of religious education programs at Christ the King Parish. This includes both the high school and elementary school religious education programs. This role involves engaging youth at all ages, working collaboratively in preparation of educational lessons, teaching religious history and practices of the Catholic faith, and assisting in the maintenance and tracking of various data and records as part of the program.

The following responsibilities are representative of the duties required for this position. They may be modified, based on the needs of the parish as determined by the Pastor/Administrator.

Essential Job Functions:

- Assist in preparation of educational lessons for various age groups.
- Assist with instruction of religious history and practices of the Catholic faith.
- Assist in creating task lists and attendance sheets
- Track preschool program for three years after baptism ensuring Parish contact with families
- General data entry as needed
- Maintain the Supply Locker and prepare baptismal gift bags
- Serve as fill-in/back up in the classroom as needed
- Provide temporary leadership when full-time staff are unavailable





Religious Education Assistant

- Assist with First Communion and Confirmation
- Assist with Soup and Stations on Thursday evenings of Lent
- Assist with Vacation Bible School – set up, leader and tear down.
- Clerical work for Holy Rosary Sodality

Qualifications:

- Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Roman Catholic Church
- Experience working with Microsoft office products including Word, Excel, PowerPoint, and Publisher as well as Parish Data Systems (PDS) and WeConnect Website Content Manager, or general ability and aptitude to learn these applications
- Excellent oral, written, and interpersonal communication skills
- Strong organizational skills and attention to detail
- Able to work independently, with minimal supervision, and collaborate with others to cultivate and maintain effective working relationships with parish leadership, staff, and parishioners

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings, in particular, as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply, please send your resume and cover letter to Human Resources at humanresources@evdio.org

