Coordinator of Religious Education/Youth Minister (3/4 Time), St. Theresa Parish, W. Roxbury

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SUMMARY: The Parish Coordinator of Religious Education/Youth Minister, under the direction of the Pastor for St. Theresa Parish of West Roxbury, will oversee catechesis and faith formation of youth. The CRE oversees the work of catechesis by promoting knowledge of the faith; active, conscious participation in the liturgy and sacramental life of the Church; moral formation that conforms the believer to Christ and His teaching; conversion to Christ through prayer and spiritual reflection; and, discipleship.*

RESPONSIBILITIES:

• Coordinate parish religious education program for grades 7-12,
• Implement Confirmation catechesis and preparation, including retreat, and service opportunities;
• Design and implement comprehensive youth ministry program for teens;
• Implement archdiocesan religious education policies including curriculum guidelines, guidelines for reception of the sacraments, catechetical programs for special groups including persons with disabilities, and the deaf, and the archdiocesan Chastity curriculum, etc.
• Select and/or approve educational materials, including textbooks, audio-visual aids, supplemental materials, artwork, music, films, etc -- textbooks must be approved by the USCCB’s Committee for Use with the Catechism;
• Recruit qualified catechists and volunteers, arrange for their certification in accord with archdiocesan guidelines, and evaluate their performance;
• Create spiritual and catechetical formation opportunities for catechetical staff through archdiocesan and parish events, approved classes, workshops and resources, catechist in-service days, retreats and days of reflection , and trainings in new technology and methods;
• Implement archdiocesan safety programs including CORI checks and Protecting God’s Children training and safety curriculum;
• Advertise and conduct registration for religious education and youth ministry programs and other parish programs of spiritual development and faith formation;
• Prepare and distribute a parent handbook; plan and conduct parent meetings and maintain on-going communication with parents and guardians regarding the religious education calendar, attendance, and requirements, service projects, retreats, etc.;
• Maintain up-to-date student files, including necessary forms and permissions, contact information, attendance records, performance, etc.;
• Assist the pastor, parish council and pastoral staff in preparing and managing the religious education budget;
• Accurately and in a timely manner complete and submit the archdiocesan Religious Education Annual Survey and/or other requests for information from the archdiocese;
• Keep the pastor, parish council, pastoral and administrative staff informed of progress, changes and concerns regarding the religious education program through regularly scheduled meetings;
• Work collaboratively with parish music director to plan liturgies;
• Work collaboratively with Coordinator of grades K-6 program;
• Attend archdiocesan programs for faith formation and youth ministry leaders including meetings with the Archbishop and archdiocesan officials, specially planned events, evangelization conferences and workshops, etc.
• Collaborate with parish staff and volunteers to advance and support adolescent catechesis, faith formation, and new evangelization initiatives;
• Promote local and Archdiocesan programs of catechesis on special topics, issues and populations, e.g., pro-life, re-evangelization of disaffected Catholics, outreach to ethnic communities and newly arrived groups and individuals, spiritual and other support for prisoners, the sick and the dying, etc.
• And other duties as mutually agreed upon with the Pastor

QUALIFICATIONS:
• Practicing Catholic and faithful to Church teaching;
• Master’s Degree in Religious Education or Theology, or Education or the equivalent;
• Demonstrated leadership in a parish or diocesan program of religious education, school or institution or the equivalent;
• Computer skills including but not limited to word processing, Excel, Power Point etc.
• Excellent interpersonal skills and proven ability in oral and written communication;
• Knowledge of Scripture and foundational Church catechetical and evangelization documents, i.e., The Catechism of the Catholic Church, Catechesi Tradendae, The General Directory for Catechesis, The National Directory for Catechesis, Renewing the Vision.
• Other duties to be assigned as needed

Please submit cover letter and resume to hr_staffing@rcab.org