Coordinator of Religious Education (CRE) / Sacred Heart Catholic Church

Sacred Heart Catholic Church in South Miami-Dade County is seeking a full-time, bilingual (English-Spanish) Coordinator of Religious Education (CRE). This person will organize and direct the program of lifelong faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff. This Director will have the pastor's delegated responsibility and authority to develop and implement a plan for lifelong comprehensive and systematic catechesis and will work in collaboration with parish staff members who share the responsibility for catechesis. The current program has over 450 children enrolled.

**Schedule:** 40 hours/week, to include weekends and some evenings.

**Responsibilities:**
- Develop and implement a plan for comprehensive and systematic catechesis, including Sacramental Preparation for children, youth and adults based on the plan for comprehensive and systematic catechesis of the Archdiocese of Miami.
- Implement the catechetical policies and curriculum of the Archdiocese of Miami.
- Direct the administration of parish catechetical programs from adults to children.
- Recruit, screen, train and evaluate candidates for the role of catechist.
- Ensure that all their catechists are certified according to the guidelines of the Archdiocese of Miami.
- Collaborate with the pastor, other parish ministers and appropriate committees, boards and councils to develop catechetical vision, establish catechetical policy, and facilitate the understanding of catechetical ministry within the larger community.
- Participate in the on-going formation opportunities, continuing education and professional development for CREs.
- Work with parents to ensure the support and involvement of the family in the parish catechetical program.
- Assist the pastor in developing and coordinating programs and processes for adult faith formation for adults of all ages which may include young adults/young parents.
prior to and after the Baptism of infants; adults in the RCIA/ parents of school-aged children, senior adults, etc.

- Implement Virtus programs for religious ed. students and ensure that catechetical personnel are in compliance with Safe Environment policy.

**Qualifications:**
- Practicing Catholic in good standing who fully adheres to and models the Church’s teachings in faith and morals
- Must have knowledge of tenets of Catholic Church and parish structures
- Must be fully committed, supportive and respectful of the mission and tenets of the Roman Catholic Church
- Must have active participation in parish life
- Bachelor’s Degree in Catholic Religious Education, Theology or a related field from a Catholic University or equivalent preferred.
- Excellent oral and written English- and Spanish-language communication skills, including clear speaking voice.
- Three - five years of experience in parish catechetical ministry.
- Must be a self-starter, with excellent interpersonal and communication skills.
- Must possess strong skills in organization, administration, recruitment/formation of volunteers
- Proficiency in MS Outlook, Word, Excel, and PowerPoint
- Must have good business writing / correspondence skills

**To apply:** Send resume with cover letter to: Fr. James McCreanor, Pastor, at careers@theadom.org.

Subject line should read: **CRE Sacred Heart**

Position open until filled.