

## **Vacancy**

### **Director of Religious Education (part time, approximately 25hrs/ week)**

Under the supervision of and in collaboration with the parish priest, the Director of Religious Education plans, develops, and organises the religious education programme for children and youth at St. John XXIII.

#### **1. Principal duties and responsibilities**

(Religious Education classes for children age 5 through Confirmation)

The position of Director of Religious Education is a part-time, performed 12 months a year position.

The Director of Religious Education must be a practicing Catholic, in good standing with the Church. Additionally, he/she is a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Director of Religious Education reports directly to the parish priest.

As a member of the parish staff, the Director of Religious Education works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators.

The Director of Religious Education is a professional catechetical leader who assists adults, teenagers and children of the parish in their faith formation.

The responsibilities of the Director of Religious Education include, but are not limited to:

#### **2. Parish Religious Education Programme.**

The primary responsibility of the Director of Religious Education is to administer (design, develop, direct, communicate and evaluate) the Parish Religious Education Programme for the approximately 400 parish children and youth.

He/She: oversees the development of the Parish Religious Education Programme from age 5, through Confirmation, in conformity with the guidelines of the Parish.

Schedules faith formation opportunities for children and parents within the Religious Education Programme calendar.

He/She: is responsible that the Safe Environment requirements, policies, and mandates for Parish Religious Education volunteers, are in compliance with the Office for Child and Youth Safeguarding of the Parish & the Vicariate.

He/She: obtains approval and support from the parish priest for the general direction of the religious education of the parish, meets with parish priest routinely to discuss matters

relating to the parish religious education and sacramental preparation, implements diocesan policies and procedures per the directives from the Office for Catechetical Formation.

Develop overall programme (in accordance with the Parish's curriculum) for the catechesis of children age 5 through Confirmation

Create year-long calendar of classes, events, and activities that aligns with the parish and liturgical calendars

Advertise the programme, register participants, and maintain contact with families in the programme

Recruit, train, and support the catechists and volunteers who teach the children and youth and help in their spiritual growth.

Support catechists with ongoing formation and by providing needed materials.

### **3. Sacramental Preparations for Children**

Implement formation classes for children preparing for First Confession, First Communion, and Confirmation

Schedule, plan, and provide retreats and other formation events to aid the children and Youth, in their sacramental preparation

Inform parents about the sacramental preparation process through parent meetings, distributed materials, and email communication

Assist with the planning of sacramental liturgies

Record sacraments in parish registries, notify churches of baptism of sacraments received, and create sacramental certificates. (Assistance will be provided by parish receptionist)

Help to create a pathway for teenagers to be active participants in parish life, upon the completion of their religious education preparation.

### **4. Adult Faith Formation RCIA**

Work closely with the Parish Priest on faith, development and growth.

## **5. RCIA for Children (Special Classes)**

Recruit and train catechists who will prepare the children for the sacraments of Baptism, First Communion.

Provide needed materials, maintain sacramental paperwork, record sacraments in the sacramental registers of the parish, notify churches of baptism of sacraments received, and provide sacramental certificates. (Assistance provided by parish receptionist).

Maintain contact with the parents of the students

## **6. Qualifications**

This position, due to its unique ministerial nature, requires the hiring of a confirmed, practicing Roman Catholic who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals.

## **7. Additional qualifications**

Completed or pursuing a degree in Theology, Religious Education, Catechesis, Religious Studies, or the equivalent

Experience in Catechetical leadership.

Ability to adhere to the mission and vision of the parish and its parish priest.

Focused and interested in building onto a strong programme

Strong leadership experience

Highly organised with good time management

Able to delegate well

Strong communication skills and writing ability

Team player with ability to work well and collaborate with other staff members

Competence in the French language would be of benefit

## **8. Application and Remuneration**

Candidates should send their CV to [paulcfriel@johnxxiii.ch](mailto:paulcfriel@johnxxiii.ch).

Remuneration will be discussed during the application interview

Applications close on the 31<sup>th</sup> May 2020