

TITLE**COORDINATOR OF RELIGIOUS EDUCATION****SUPERVISOR****PASTOR****JOB DESCRIPTION**

The Coordinator of Religious Education works in collaboration with the Pastor to maintain a parish catechetical program (locally called CCD) for the children and youth who attend public school, and coordinates the Sacramental Program (First Reconciliation, First Eucharist and Confirmation) for all the children and youth in the parish. The Coordinator is responsible for all aspects of the day-to-day management of the CCD program.

QUALIFICATIONS

The Coordinator will be a practicing Catholic in good standing, giving witness to a personal integrated spirituality formed by Scripture, prayer and communal worship. He or she will conduct him/her self in a manner consistent with a professional code of ethics and the provisions of civil and Church law. He or she will fulfill all the requirements of the diocese's "Protecting God's Children" programs, including submitting to a background check. He or she will be prompt, dependable, and able to work with all kinds of people. The position is primarily administrative, but the Coordinator needs a catechetical background.

TYPICAL POSITION ACTIVITIES**I. General Administrative Duties. The Coordinator:**

- A. Attends the calendar meeting with other staff to set dates for catechetical programs and events.
- B. Works with a representative from the Finance Council to set the yearly budget.
- C. Submits all bills to the Business Manager for payment.
- D. Reserves facilities and equipment as needed.
- E. Answers administrative questions regarding catechetical programs.
- F. Is responsible for obtaining baptismal information for children and youth, who are enrolled in a sacramental program at St. Catherine, but who received baptism at another parish.
- G. Helps the Business Manager maintain records for catechists; this includes all safe environment requirements, ongoing Virtus training, and diocesan catechetical formation classes.
- H. Participates in parish staff meetings.
- I. Orders all books and supplies.
- J. Collaborates in catechetical ministry with other diocesan CRE's and DRE's as needed.
- K. Oversees the weekly functioning of the parish CCD program.
- L. Oversees, and works with, the CCD Parent/Teacher Organization (CCD PTO).
- M. Collaborates with Highlands Middle School Administrators to assure that eighth-grade children in the CCD program are free to attend a school-day retreat on the day of Confirmation.

- N. Coordinates with the Pastor, and participates in, all sacramental retreats and rites.
- O. Helps plan, and participates in, the annual High School Retreat.
- P. Submits in a timely manner all sacramental records and information to the Parish Secretary.

II. Catechetical Administrative Duties. The Coordinator:

- A. Provides a catechetical program for CCD, following all diocesan norms and policies with regard to resources (texts, materials, etc.) for CCD and sacramental programs.
- B. Works with school and CCD religion teachers to provide preparation for the celebration of the remaining sacraments of initiation for all parish children and their parents.
- C. Recruits and supports CCD catechists, and oversees catechist certification as prescribed by the Diocese of Covington.
- D. Participates in diocesan meetings of catechetical leaders.
- E. Shows commitment to ongoing personal formation in the field of catechetics.
- F. Fills in, in emergency situations, for CCD teachers.
- G. Participates in yearly evaluations of CCD teachers, CCD program, and Sacramental Program.
- H. Participates in her/his own yearly evaluation.