

JOB DESCRIPTION

RELIGIOUS EDUCATION COORDINATOR

OUR LADY OF THE ASSUMPTION PARISH

(Part-Time Term Position; August to May)

Reporting to the Pastor, the Religious Education Coordinator proclaims the Gospel primarily through implementing the parish's pastoral plan for children and families in a framework that promotes lifelong formation in faith. The Religious Education Coordinator will possess a high level of initiative working collaboratively with the Pastor, Pastoral Council, Liturgy Committee, parish staff, and volunteers in advocating a catechism program for children from pre-school ages to grade 9.

The Religious Education Coordinator is a part-time, term position, equivalent to 15 hours per week, requiring the successful candidate to work specifically on Sunday mornings (September to May). It is expected that the successful candidate shall work longer hours per week during peak preparation/program times, and shall take time off in lieu during holiday periods (i.e. Christmas / March breaks).

POSITION RESPONSIBILITIES

- Working with the Pastor, Pastoral Council, and other parish staff, lead the coordination of Religious Education in the Parish
- Develop, plan, and coordinate annual registration for Grades 1-9 catechism classes, maintaining a database and contact list
- Organize classes and recruit, train, schedule, and oversee volunteer catechists, teacher aides, and monitors
- Coordinate the screening of volunteers
- Collaborate and coordinate catechism class mass celebrations and children's liturgy for 3-, 4-, and 5-year olds at Sunday mass with the Liturgy Committee
- Together with volunteer catechists/teacher aides and monitors, prepare grade-two class for the Sacraments of First Communion and Reconciliation
- Together with volunteer catechists/teacher aides and monitors, prepare grade nine class for the Sacrament of Confirmation—including the scheduling of guest speakers, the coordination of the Confirmation retreat, and service projects for candidates
- Communicate with parents/guardians, participants, parish-at-large regarding catechism
- Ensure that appropriate materials are available for the program and recommend the purchase of required resources to the Pastor
- Prepare reports and be available for meetings and training on both the Parish and diocesan levels
- Arranges with the Pastor for some form of catechist appreciation at the year's end

QUALIFICATIONS/SKILLS:

The successful candidate must have:

- A background and understanding of the Catholic Christian faith and be an active, practicing Catholic;
- Familiarity with the Diocesan catechism program; or similar programs and materials
- Some post-secondary education or an acceptable amount of relevant experience;
- Excellent organizational, planning, and communication skills;
- A proficiency in the use of technology, a good knowledge of Microsoft Office Suite;
- Demonstrated track record of growing/improving programs and executing/completing projects.

CONDITIONS OF EMPLOYMENT:

All Our Lady of the Assumption staff members and catechism volunteers are required to provide a satisfactory Criminal Records Check with Vulnerable Sector Search prior to the start of employment.

SALARY: \$ 20.00 per hour