



<b>Position Title</b>	Assistant to the Director of Religious Education
<b>Position Status</b>	Non Exempt, Full Time (40 hr, Weekly), Benefits Eligible
<b>Position Supervisor</b>	Director of Religious Education (DRE) at St Francis of Assisi University Parish

### Position Summary

The Assistant to the Director of Religious Education assists the Director of Religious Education in administering the parish faith formation programs for youth and adults and provides leadership to assist the parish community in building a solid foundation of catechetical ministry. The Assistant to the Director of Religious Education supports the Office of Religious Education with assistance in development and implementation of sustainable faith formation programs for all ages and circumstances.

### Minimum Qualifications

- A minimum of a Bachelor’s Degree from an institution of higher learning.
- Be a practicing Catholic faithful to the teachings of the Church.
- Flexible work schedule which will include evenings and weekends.
- Demonstrate ability to work well under pressure in a multi-task environment while maintaining a friendly, polite and professional demeanor.
- Ability to set priorities and work independently and on a team.
- Basic computer skills including ability to communicate electronically, basic understanding of social media and public speaking.
- This job is mainly an indoor job although some events and activities may take place outdoors.

### Duties and Responsibilities

- A. Office of Religious Education Administrative:
  - I. Record and maintain accuracy of sacramental records for the parish.
  - II. Database management for parish school of religious education registration, attendance, and sacramental records
- B. Parish School of Religion:
  - I. Provide administrative support and assistance to the DRE for all religious education programs. Including providing logistical support during weekly PSR and Children’s Liturgy sessions.
  - II. Assist in coordinating and overseeing major religious education events and ceremonies.
  - III. Assist with ordering, managing, and organizing religious education supplies and spaces.
  - IV. Recruitment and scheduling of volunteers and catechists.

## Duties and Responsibilities Continued

### C. Adult Faith Formation:

- I. Work with the DRE to plan and coordinate faith formation opportunities for adults.
- II. Obtain and record administrative records for OCIA.

### D. Summer Religious Education Programs:

- I. Assist in planning and overseeing parish summer programs to include Vacation Bible School and Totus Tuus.

### E. Other responsibilities as assigned by the pastor or DRE.

## Staff Responsibilities

- Attend staff meetings as needed
- Participate in staff planning
- Communicate to parish staff about religious education activities.
- Be a resource person to parish staff on issues related to religious education
- Have thorough knowledge of Diocesan Safe Environment and Youth Protection Policies and Procedures and implement them with all volunteers and at all activities involving youth.
- Knowledge of and willingness to articulate the teachings of the Catholic Church

## Physical Responsibilities

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including using a keyboard, drive a vehicle, reach with hands and arms, talk and hear and occasionally climb stairs, balance, stoop, or kneel. The employee must frequently lift and/or move up to 20 pounds.

## Dress Requirements

Professional, Professional Casual

## Job Description Acknowledgement

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions described.

I further understand and acknowledge that as a part of my employment in the Diocese of Birmingham at St Francis of Assisi University parish, I am responsible to learn about and promote the Diocesan and Parish Mission/Vision and Core Values.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_