

Blessed Trinity Parish - Greenfield, MA

Job Description

Title: Director of Religious Education

Reports to: Pastor

Classification: Part Time (24-28 hours per week; year round)

General Summary: Reporting to the Pastor and collaborating with the Religious Education Board, the Director of Religious Education (DRE) is a leadership role responsible for the development, organization, and administration of the Religious Education program for the school-aged children of Blessed Trinity Parish.

Primary Duties and Responsibilities

- Collaborate with the Religious Education Board to establish the vision and mission for a student-centered Religious Education program ordered towards discipleship in Christ;
- Establish and administer a robust, pedagogically sound curriculum for the Religious Education program that is vertically integrated across a student's career;
- Foster clear communication within the Religious Education program to all constituents (catechism teachers, parents, students, etc.) and all parish stakeholders (Pastor, Religious Education Board, Pastoral Council, etc.);
- Promote parental involvement and support parents as the primary teachers of each student;
- Equip parents and families with the tools and resources necessary to support ongoing religious education of the parish children;
- Lead efforts for the recruitment, training, onboarding, and retention of catechism teachers;
- Lead and support the catechism teachers with resources and ongoing training;
- Engage in classroom observation of the catechism teachers;
- Establish and administer an evaluation process for catechism teachers focused on their growth and development;
- Prepare schedules and communicate these schedules to appropriate individuals;
- Establish and administer all necessary safety and discipline policies in conformity with Diocesan policies;
- Maintain appropriate records for students and catechists;
- Create handbooks and other necessary documentation of policy;
- Proactively engage in evangelization and outreach to the larger parish community.

Knowledge, Skills, & Abilities

- Ability to administer duties with joy and love;
- Strong desire to work with students;
- Ability to instruct and train students and catechism teachers;
- A demonstrated respect and appreciation for parishioners of all ages;
- Ability to exercise tact, leadership, and independent judgment;
- Willingness to innovate and adopt new practices and procedures;
- Excellent oral and written communication skills;
- Strong organizational skills;
- Ability to work at a very high rate of accuracy;
- Strong working knowledge of computer applications and the Internet;
- Ability to quickly adapt to new technologies and system interfaces;
- Energy, enthusiasm, initiative, friendliness;
- Commitment to excellence.

Qualifications

- Must be living in full sacramental communion with the Catholic Church;
- A bachelor's degree in religious education, theology, or related field is preferred but not required;
- Previous experience teaching or serving as a DRE is preferred but not required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required.

Any public manifestation contrary to the teachings of the Catholic Church are grounds for dismissal.

Offer of employment is contingent upon successful completion of a background check.