

**NAME:****DATE:** July 2018**POSITION TITLE:** Director of Religious Education/Youth Minister Position**SUPERVISOR:** Pastor**STATUS:** Full-Time, Exempt, Salary**GENERAL DESCRIPTION and MAJOR FUNCTION**

- The DRE/YM is responsible for the development, organization and administration of a Catholic formation program that integrates a full spectrum of discipleship opportunities. These include engaging doctrinal catechesis and relational experiences – all in close collaboration with the pastor, parents/families at Sacred Heart in Gladwin, MI and St. Athanasius in Harrison, MI, but with special emphasis on K-12 youth.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Ensure compliance with all Diocese of Saginaw policies.
- Lead catechetical programs for parish youth grades K-12. This includes sacramental preparation of Baptism, First Reconciliation, Confirmation, and First Eucharist.
- Recruit, train and supervise catechists and substitutes for all programs. Ensure that catechists have appropriate qualifications, including background checks and VIRTUS training.
- Assist all catechists and youth ministry volunteers in working toward diocesan catechetical certification.
- Coordinate the adult and youth RCIA programs.
- Plan, implement, and continuously improve a comprehensive youth ministry program.
- Work with parish secretaries and the pastor to ensure accuracy of sacramental record keeping.
- Teach certain K-12 and RCIA classes.
- Develop annual catechetical program budgeting and remain within the budget.
- Regularly participate in parish staff, vicariate, and diocesan meetings and training.
- Research and purchase curriculum for catechetical programs as needed.
- Discern the need and respond for additional catechetical offerings for parishioners of all ages.
- Assist the pastor with his catechetical offerings as requested.
- Evaluate the various programs' effectiveness to determine strengths and areas of improvement.
- Provide leadership and presence for key events, e.g., Catechetical Sunday, May crownings, Corpus Christi processions, first sacraments, Christmas plays, etc.
- Provide text and photos to document and promote catechetical programs and events for the parish bulletin, website and smartphone app.
- Assist with answering the phone and walk-ins at Sacred Heart when the parish secretary is unavailable.
- Other duties as assigned.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.

**POSITION REQUIREMENTS**

- Preferably be a registered and active/visible member of Sacred Heart or St. Athanasius parishes and not have any canonical impediments.
- Must possess a valid driver's license and reliable transportation.

**EDUCATION**

- Some college, with Bachelor's degree preferred (ideally in Theology). Training and experience in catechetics helpful. The parishes and/or diocese may require additional training after hire.

**SKILLS AND ABILITIES:**

- The DRE/YM must love the Catholic faith and be driven to evangelize.
- Must be a self-starter and not require direct supervision. Excellent interpersonal skills with parishioners, children, other staff members, and the pastor are essential.
- Must have a comprehensive understanding of Catholic beliefs and practices, and be able to clearly and engagingly impart them to children and adults. Must have a working knowledge of the Bible, the *Catechism of the Catholic Church*, the *National Directory for Catechesis* and other relevant Church documents. Must fully assent to the Church’s magisterium on all matters and teach as such. Knowledge of Church history helpful.
- Must be proficient with typical office equipment, Microsoft Office in a Windows environment, Gmail, and Google Calendar. Familiarity with cloud document sharing services and audio/video equipment helpful.
- Clearance of criminal background check and compliance with standards of behavior with minors.
- VIRTUS training must be completed within the first 90 days of employment, if not already done.

**WORKING CONDITIONS**

- Full-time, exempt, at will employee; required to maintain a regular presence in the parish offices during the week at specified times, mostly at Sacred Heart. Requires some variable hours and on-call response after regular business hours to meet the needs of the parishes. These times include but are not limited to sacramental preparation, Christmas season, Holy Week/Easter and special events. Recurring travel between Sacred Heart and St. Athanasius parishes and occasional travel to the chancery, cathedral, or other parishes for special events.
- Work is performed in office settings and out of office settings. While performing the duties of this job, the employee is required to stand, walk, reach, sit, hear and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 20 lbs. Ability to keep up with the dynamic pace of working with parishioners according to their Faith Formation needs (may involve occasional light lifting and moving).
- Position evaluated annually by pastor.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand that job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

*Supervisor’s signature to indicate assignment of duties, line of supervision.*

*Employee’s signature, after hire, to indicate acceptance of duties and supervision.*

---

Employee Signature and Date

---

Supervisor Signature and Date