

# JOB DESCRIPTION WORKSHEET

## For Parish Religious Education Leader

**Title for Position:** \_\_\_\_\_ **Name** \_\_\_\_\_

**Parish:** \_\_\_\_\_ **Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

*You may use this form as the actual job description for the position or as an aid to construct your own. Check the items that are part of the responsibilities of the director/coordinator of the parish religious education program. Submit a completed copy of the job description to the Director of Religious Education Ministry.*

### **CATECHETICAL TASKS:**

- \_\_\_\_\_ Insure that the young people receive a full knowledge of the Catholic faith.
- \_\_\_\_\_ Enable those involved in the program to participate fully, consciously and actively in the liturgical and sacramental life of the Church.
- \_\_\_\_\_ Promote a process of conversion to Christ which is evidenced by a response to the social consequences of Gospel imperatives.
- \_\_\_\_\_ Have all activities be permeated by the spirit of prayer.
- \_\_\_\_\_ Form genuine Christian community.
- \_\_\_\_\_ Form those involved in the program as missionaries of Christ and the Church.

### **PLANNING:**

- \_\_\_\_\_ Understand and implement national, international and diocesan guidelines for catechetical programs.
- \_\_\_\_\_ Develop a policy handbook for the program and distribute it to parents and catechists.
- \_\_\_\_\_ Create a structure that insures the smooth operation of the program.
- \_\_\_\_\_ Set goals in order to increase the effectiveness of the program.
- \_\_\_\_\_ Evaluate the program yearly to insure effectiveness and to monitor progress toward accomplishing the goals that have been established.

### **PROGRAMMING:**

- \_\_\_\_\_ Develop a catechetical program for elementary grades (1-6).
- \_\_\_\_\_ Develop a catechetical program for junior high students.
- \_\_\_\_\_ Plan and organize a catechetical program for high school.
- \_\_\_\_\_ Plan activities to enable families to grow spiritually.
- \_\_\_\_\_ Plan adult faith formation programs.
- \_\_\_\_\_ Develop preparation programs for the sacraments of Reconciliation and Eucharist.
- \_\_\_\_\_ Develop a preparation program for the sacrament of Confirmation.
- \_\_\_\_\_ Organize a program for pre-school children.
- \_\_\_\_\_ Plan and implement a Vacation Bible School program.
- \_\_\_\_\_ Organize a Liturgy of the Word program for children.
- \_\_\_\_\_ Prepare unbaptized children for the Sacraments of Initiation.

- \_\_\_\_\_ Develop a human sexuality education program for children and/or youth.
- \_\_\_\_\_ Select textbooks and resources for the various catechetical programs.
- \_\_\_\_\_ Offer retreat opportunities for young people.

**ADMINISTRATION:**

- \_\_\_\_\_ Set policies to insure the safety of all children/youth involved in programs.
- \_\_\_\_\_ Recruit and screen catechists and place them according to their gifts and the needs of the programs.
- \_\_\_\_\_ Conduct regular inservice and information meetings with catechists.
- \_\_\_\_\_ Keep records and enrollment data current for all programs.
- \_\_\_\_\_ Develop a budget and track all the expenditures of the program.
- \_\_\_\_\_ Help catechists progress toward diocesan catechist certification.

**COMMUNICATION:**

- \_\_\_\_\_ Keep the pastor and the parish council or education commission informed of the progress of the program.
- \_\_\_\_\_ Keep parents informed of progress of their children in the program.
- \_\_\_\_\_ Compose and distribute a newsletter to the families of children in the program.
- \_\_\_\_\_ Advertise and promote catechetical programs to the parish and wider community.
- \_\_\_\_\_ Develop a faith community among catechists.
- \_\_\_\_\_ Attend meetings and serve as a liaison with the diocese and area parishes.
- \_\_\_\_\_ Report pertinent data as required by the diocese.

**SUPERVISION:**

- \_\_\_\_\_ Supervise all volunteers in the various programs.
- \_\_\_\_\_ Provide for in-service training for catechists.
- \_\_\_\_\_ Observe catechists and offer feedback on their performance in the classroom.
- \_\_\_\_\_ Insure that the program provides children with a safe and healthy environment.

**RESOURCING:**

- \_\_\_\_\_ Serve as a parish resource in the area of catechesis.
- \_\_\_\_\_ Collaborate other parish ministries i.e. youth, spirituality and liturgy.
- \_\_\_\_\_ Establish and maintain a parish catechetical resource center.
- \_\_\_\_\_ Make volunteers aware of diocesan resources available to them.

**LIST OTHER DUTIES NOT INCLUDED ON THIS FORM:**

# **LEADERSHIP COURSE FOR RELIGIOUS EDUCATION COORDINATORS**

**IF.....** you are in charge of your parish religious education program and...

you want to learn about planning and organizing a religious education program and....

you are looking for new ideas to help you feel more confident and....

you want to find new ways to overcome problems and....

you want to learn how to be a more effective leader....

**This program is for you!!!  
Plus, it fulfills the  
diocesan certification  
requirement for parish religious education coordinators.**

## **WHAT IS IT?**

The Parish Catechetical Leadership program is an opportunity for new or inexperienced parish religious education coordinators to get together in a positive, supportive environment to learn the basics of leadership and how to organize a parish religious education program. It will provide participants with practical resources, ideas and skills that will make the job easier.

## **WHY?**

Knowing how challenging it can be to be a coordinator of religious education in a parish and how vital it is to be well prepared for the role, Bishop Gaydos has initiated a policy that all parish religious education coordinators must be certified. This program fulfills that requirement.

## **WHAT IS REQUIRED?**

The course is 16 hours in length. It can be scheduled on Saturdays or evenings. On Saturdays the course can run for two full days or four half days. The evening schedule will run for eight weeks, not necessarily consecutively. A summer weekend program is another possibility.

## **WHEN:**

The course will be scheduled according to need and interest. Send this form in or contact us to indicate what times fit your schedule the best.

**WHERE:**

In a variety of locations around the diocese. Wherever a group is able to gather.

**COST:**

There is no registration fee. The only cost will be for textbook and resource material needed for the course. A summer weekend program would involve housing and meal costs.

**COMMENTS:**

One participant commented:

“I wish I had come to this program when I first became coordinator. Everything would have been so much easier.”

**WHAT YOU’LL LEARN:**

Here is a list of some of the topics that will be covered. Check the ones that most interest you..

- what is catechesis?
- your leadership style
- communication skills
- how to get organized
- planning and setting goals
- evaluating the program
- what to do when
- working with volunteers
- how to build a curriculum
- running meetings
- understanding the role of the parish coordinator
- making decisions
- dealing with problems
- creative program models
- managing your time
- growing spiritually
- working with education commissions

**Registration:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/PARISH \_\_\_\_\_

PHONE/EMAIL \_\_\_\_\_

Preferred time: Sat. Half Day\_\_\_ Full Day \_\_\_ Weeknight\_\_\_ Summer Weekend \_\_\_\_

Please return to Diocesan Religious Education Ministry, P.O. Box 104900 Jefferson City, MO 65110-4900 or contact us for more information: 573/635-9127

reodirector@diojeffcity.org

## **MENTORING PROGRAM for Parish Religious Education Coordinators Diocese of Jefferson City**

Pope John Paul II states in his encyclical *On Catechesis in Our Time*, “As the twentieth century draws to a close, the Church is bidden by God and by events—each of them a call from him—to renew her trust in catechetical activity as a prime aspect of her mission. She is bidden to offer catechesis her best resources in people and energy, without sparing effort, toil or material means, in order to organize it better and to train qualified personnel.” (#15)

The role of the parish catechetical leader cannot be over emphasized if this mission is to be accomplished. It involves program development, supervision of children and youth, volunteer management and evaluation of resources to name a few. As the pope asserts, training is essential in order for the parish director or coordinator of religious education to be effective. In the rural parishes of the Diocese of Jefferson City there are many inexperienced parish religious education coordinators who lack training and support. However, because of their busy schedules, they often find it impossible to attend formal training courses and workshops that could help them. This mentoring program has been developed to provide inexperienced coordinators with someone who could meet with them to teach, advise and support them one-on-one at a time and place that would be convenient.

### **Mentoring, what is it and why?**

Mentoring can be described in many ways depending on the context. In the field of religious education, mentoring is usually understood as a sharing of gifts and friendship between two people, the mentor being more skilled and so the guide and the mentee being less skilled and so the apprentice. The Meetings: The mentor and mentee will meet at least twelve times during a period of from one to two years. The schedule, length and frequency of the meetings will be at the discretion of the mentor/mentee. It is possible because of scheduling difficulties some mentee may want to meet only during the summer months. A principle that must be used in making the decision about scheduling is the importance of having the meetings at a time when the mentee is in need of support and advice.

The meetings will consist of prayer, reflection on designated readings and sharing regarding the practical aspects of the mentee’s tasks in the parish. The mentee and mentor will read an article or booklet in preparation for each meeting. The reading will provide the topic for reflection and discussion. A journal page with reflection questions on the reading is to be completed by the mentee before each meeting.

**Goals:** The mentoring process for parish religious education coordinators in the diocese of Jefferson City aims to:

provide an opportunity for personal and spiritual growth for both the mentor and the mentee.

expose the mentees to the skills, attitudes and understandings necessary to be effective in their role as parish coordinator or religious education.

establish a relationship through which the mentor will provide personal support for the mentee and offer advice regarding programming.

**Entering the Program: Once she/he has discussed the program with the pastor/pastoral administrator, the prospective mentee need only call or email (573/635-9127 or reodirector@diojeffcity.org) the Religious Education Office and request an application/information form to enter the program.** This form must be filled out in order to provide information about the mentee, which will be used in matching them with a mentor. After selecting a mentor, office staff will contact the mentee and provide the needed information and material to begin the process.