**Director of Religious Education ~ St. Ignatius of Loyola, Ijamsville, MD**

**FLSA Status:** Exempt **Reports to:** Pastor

**Mission and Role:** “The Church exists to evangelize.” The Director of Religious Education will serve as a parish catechetical leader advancing this central mission of the Church. “Catechesis is a responsibility of the entire Christian community.”(GDC 220) It is the role of the parish catechetical leader to be an animator of faith in these communities.

**Position Summary:** Maintain responsibility for the advocacy, development, coordination, and promotion, and publicity of a comprehensive plan for elementary faith formation, sacramental preparation, family formation, and life-long faith formation through adult and RCIA programming in collaboration with the Pastor, staff, and parishioners. Ensure that prayer, service, and outreach are incorporated effectively into each program. Respond effectively to participants’ formation experiences; maintain and exercise sensitivity to various personal and family circumstances.

**Specific Responsibilities:**

# Faith Formation Pre-K –8 and Special Education

* Provide curriculum, syllabus, and related activities for children Pre-K through 8th grade, utilizing curriculum options approved by the Archdiocese. Adapting for children with special needs as necessary.
* Recruit and supervise catechists and volunteers and ensure adherence to Catholic doctrine.
* Provide initial and on-going catechist formation.
* Supervise registration and class assignments of students.
* Coordinate use of facilities with other staff members.
* Oversee substitute assignments and teach classes when necessary.
* Manage ordering of all materials and maintain a supply closet for catechists.

# Family Faith Formation

* Responsible for all aspects of Family Home Program for grades 1-8 to include curriculum selection and maintaining regular contact with participating families in person and remotely.
* Provide monthly gatherings and information that will challenge families in their faith formation to include community building and social outreach.
* Provide monthly gatherings and information that will challenge families in their faith formation to include community building and social outreach and support parents as primary catechists of their children.

# Adult Faith and Ministry Formation

 Serve as a member of the Pastoral Adult Faith Formation team to plan and implement comprehensive annual programming for Adults including parents in elementary and family programming.

# Sacramental Preparation for Baptism, Reconciliation and Eucharist

* Assume responsibility for and direct preparation for these sacraments to include recruitment and training of sacramental teams and parent formation.
* Review and update curriculum for these programs as appropriate.
* Collaborate with clergy, liturgy, and music in planning liturgical celebrations.

# RCIA

 Serve as a member of the Pastoral RCIA team involved in training volunteer team members and coordinating formation for adults and children over the age of 8.

# Vacation Bible School

 Plan for and conduct a week-long Vacation Bible School Program for Parish children in Kindergarten to Grade Five with possible collaboration with area churches.

# Administration

* Serve as an active member of the pastoral staff. Attend staff and other meetings as required. Collaborate with other members of pastoral staff to strengthen the messaging of faith formation from birth to adult.
* Help develop an annual parish calendar to include opportunities for whole parish catechesis.
* Devise and manage the annual budget and submit to Finance Committee for approval.
* With parish staff, ensure that all program volunteers fulfill all requirements of the Office of Child and Youth Protection; ensure that a safe environment exists at all facilities and for all faith formation programs.
* Collaborate with all relevant Archdiocesan Offices, particularly the Department of Evangelization as appropriate.
* Collaborate regionally with other parishes as needed and appropriate.
* Maintain and exercise sensitivity to various personal and family circumstances as they pertain to job duties.

# Professional Development

* Participate in ongoing formation and educational opportunities to keep current with trends in religious education, adult faith formation, and RCIA.
* Participate in Baltimore Association of Catechetical Ministers and attend appropriate professional development opportunities.

Perform other duties as needed or requested.

**Required Education and Experience:**

Bachelor’s Degree in Theology or related field required. Master’s Degree preferred.

A minimum of three years of experience in teaching or managing a program of religious education and/or faith formation in a parish setting is strongly preferred.

**Required Knowledge, Abilities and Skills:**

Must be a practicing Catholic and demonstrate an active commitment to the Church’s mission and to the sharing of that mission with others. Must have the ability and experience to design and implement a variety of programs and activities to help others grow in their faith.

Exceptional listening and empathic skills required; ability to recognize and handle problems within scope of job duties and to refer problems outside of the scope of job duties to the appropriate party. Must be technology-proficient and experienced in the use of social media to promote programs and activities associated with life-long faith formation.

Outstanding collaborative and organizational skills required, including time management, delegation, planning, and budgeting; outstanding interpersonal skills and demonstrated ability to work effectively with people of all ages and walks of life.

**The nature of this position requires the DRE to work a highly flexible schedule comprised of day, evening, and weekend hours including a regular presence on Sunday mornings, when all programs are held, and when collaborative programming is occurring.**