



Transfiguration of the Lord Parish

225 North Eighth Street Upper Sandusky, OH 43351, Ph. 419.294.1268

www.transfigurationofthelordparish.com

DIOCESE OF TOLEDO

POSITION: RELIGIOUS EDUCATION COORDINATOR

LOCATION: Transfiguration of the Lord Parish, Upper Sandusky / Kirby, Ohio

DEPARTMENT: Faith Formation

REPORTS TO: Pastor

EMPLOYEE: _____

PART-TIME POSITION

POSITION SUMMARY:

The RE Coordinator will be expected to work approximately 10 hours per week. When RE is not in session (during the summer months), RE Coordinator will work 8 hours per week. Pay will be based on actual hours worked. The rate of pay is to be established prior to hiring and will be commensurate with related experience and education.

Religious Education Facilitator - Job Description

- Religious Education Coordinator will report to and be responsible to the Pastor.
- Supervise RE program Grades K-8 at both Kirby and Upper locations. Be present to assist as needed at both locations.
- Maintain RE sessions and classes on the ParishSoft "Religious Education" module.
- Post sacraments for students in ParishSoft.
- Verify student's baptism before the reception of First Reconciliation, First Communion, and Confirmation.
- Be present at sacraments of First Reconciliation, First Communion, and Confirmation.
- Give parish secretary completed sacramental information to be posted to sacramental register and census.
- Recruit Catechists.
- Act as contact for Catechists.
- Make sure new RE volunteers have met the Virtus requirements.
- Submit annual RE calendar to be approved by Pastor.
- Type bulletin articles about the RE program - events, dates etc. Articles are to be approved by the Pastor.
- Coordinate annual Mission Fair the first Saturday of February at St. Mary Center, Kirby.
- Act as Compliance Officer for Staff and Volunteers.
- Assist VBS Coordinator, attend meetings and attend the entire week of VBS.
- Secretarial duties as assigned if needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(Other duties may be assigned.)

Parish staff member - the RE Coordinator will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about RE activities
- Seek staff input in planning RE activities
- Be a resource person to parish staff on issues related to Religious Education
- Serve as the liaison with the pastor, parish staff and the pastoral council
- Attend and guide RE meetings

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required.

Education and/or Experience:

B.A. in Theology, Pastoral Ministry, or related field or knowledge of Catholic teachings, catechesis and documents on religious education are preferred but not required.

Language Skills: Strong verbal and written communication skills; proficiency in composing reports; correspondence and letters and in publishing e-newsletters and flyers in English; ability to develop and facilitate Religious Education program activities; ability to read and understand church documents and guidelines.

Computational Skills: Ability to read, prepare, and manage budgets for major events and programs; submit annual budget needs for Religious Education to the Parish Business Manager.

Reasoning Ability: Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.

Technical Skills: Able to work with Microsoft Office programs in Word, Excel, and Publisher.

Certificates, Licenses, Registrations: Not required.

Physical Demands: While performing the duties of this job, the employee must be able to transport materials and equipment to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and listen. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Physical Environment: The employee will work in an individual office with a door. The offices are situated close to one another. The noise level is usually quiet. The employee will also work at St. Peter School in Upper Sandusky and St. Mary Center in Kirby, supervising and directing those classes and events as needed.

Working Conditions: The employee is required to be physically present in the office in order to complete office tasks, be available to work outside of regular business hours as required,

and provide a calendar of events to the pastoral associate as they are updated. The employee must be able to work cooperatively with other members of the staff and with volunteers. The employee must be able to multitask.

Other Requirements:

- The employee must have knowledge of Church structure and culture.
- The employee must have knowledge of materials suited for religious education of youth.
- The position requires the ability to maintain confidentiality.
- The employee must be an active member of a Roman Catholic parish faith community and have received the sacraments of initiation.

Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give a copy to employee and return original to Business Manager.

Employee: _____ Date: _____

Supervisor: _____ Date: _____