

DIOCESE OF HELENA – St. Rose of Lima and St John the Apostle Mission

Job Title: Religious Education/Youth Ministry Coordinator

Department: Faith Formation

Reports To: Parish Pastor

Location: Dillon, MT or surrounding community.

FLSA Status: 20 hours, Exempt, benefit ineligible

Overview of St Rose of Lima Parish

Saint Rose of Lima Parish, and missions, is a Roman Catholic Parish that serves St Rose of Lima, under the protection of the Blessed Virgin Mary through the intercession of the Communion of Saints. We are in union with the Roman Pontiff and obedient to the Bishop of Helena adhering to the fullness of Catholic teaching. Everyone is welcome, but not everything goes; we stand by Catholic principles.

I. POSITION GOAL

The Director of Religious Education (DRE) in St Rose of Lima Parish and missions is responsible to develop and administer the parish's Religious Education programming. These programs include the following: Religious Education K-12; Preparation for First Reconciliation and First Communion; occasional supplemental children's formation activities; OCIA; and Confirmation.

II. JOB SPECIFICATIONS

The Director of Religious Education will be a fully initiated, practicing Roman Catholic who is willing to uphold the teachings of the Catholic Church. He/she will also be sensitive to a variety of Catholic experiences and be able to relate to Roman Catholics of various tendencies. Because of the nature of the hiring institution, St. Rose of Lima Parish, it is necessary that the Director of Religious Education be unbiased toward the Roman Catholic Church and is willing to work cooperatively in its endeavors.

III. DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The main responsibilities include:

- Overall direction of the parish catechetical programs, including sacramental preparation.
 - Effective Identification, explanation and conveyance of the official teaching of the Roman Catholic Church as put forth in the Bible, The Catechism of the Catholic Church, and related theological and catechetical documents.
- Maintain written sacramental records as required.
- Planning, implementing, and evaluating the parish catechetical program.
- Recruitment, formation, ongoing development, and evaluation of catechists.
 - As demonstrated by an ability to communicate with and affirm others using interpersonal and technical skills in such a way as to invite their support and participation in the catechetical ministry of the parish.
- Ability to challenge and assist catechists and other adults in understanding their life and faith experience considering scripture and authoritative church teaching.
- Development of parish catechetical policy in consultation with the pastor; that includes policies covering safety and discipline.

- Work with parish Virtus coordinator to maintain compliance for self and volunteers within the RE Program.
- Collaboration with the Pastor, the faith formation committee, parishioners and other parish ministries, and attend regular faith formation committee meetings and other Parish leadership committee meetings.
- Work well with adults, youth, and children.
- Assist in liturgical planning for the celebration of First Reconciliation and First Eucharist of the second graders.
- Drafting a viable budget for the parish catechetical ministry, while respecting the overall budgetary needs and limitations of the parish. Monitor use of funds and implementation of the budget.
- Responsible for maintaining enrollment records.
- Acquire and enter necessary records for sacraments and send notifications to other parishes for those not baptized at St Rose, but who received sacraments at St Rose.
- Assisting the parish with grant writing, especially for Religious Education.
- Use the diocese Camino program for parish records as applicable.

IV. SUPERVISORY RESPONSIBILITIES:

- The DRE is directly accountable to the Pastor.
- Supervise and support parish catechists and others enlisted for ministry as necessary

V. EDUCATION and/or EXPERIENCE:

- High School diploma or equivalent; A BA is preferred.
- Prior teaching and administrative experience are desirable.
- Some study in Roman Catholic Theology, Scripture, liturgy, catechesis and catechetical methodology, administration is highly desirable.
- Working knowledge of general office equipment and word processing software.

VI. DIOCESAN COMPLIANCE

St. Rose of Lima is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

JOB CLASSIFICATION

Temporary-half time (20 hours/week, August 16th through June 15th; summer months negotiable based on need)

SALARY

Salary Wage is \$20.00-22.00 per hour DOE

I am able to perform the essential functions of this position with or without accommodation.

Applicant Signature: _____ Date: _____

Conditions of Employment

- Must pass a pre-employment criminal background check.

How to Apply

Please submit a resume and cover letter to the below email address with the subject line “Application-Director of Religious Education”, until position is filled. Resume is required, cover letter is optional.

For questions about the position please feel free to contact Fr. Gregory Lively, Pastor, or Rick Parke, Parish Business Manager at: Parish office phone 406-683-4391; email businessmgr.strosedillon@yahoo.com
or

Sean Claffey, Faith Formation Committee chair, at 406-596-1484.