



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Religious Education Director**

**Opening Date:** September 12, 2017

**Location of Job:** St. Paul Church

**Location Address:** 1201 Satre Street, Eugene, Oregon 97401

**Position:** Full Time

**Position Summary:** St. Paul Catholic Church in Eugene is actively seeking a full-time Religious Education Director to direct and maintain the Catholic religious education program for children and families of St. Paul Church. Incumbent will provide leadership in the design, implementation and administration of religious education programs for children and families under the supervision of the pastor, to integrate religious education into the mission of the parish.

### **Job Duties:**

- Participates in the comprehensive planning, implementation and evaluation of the parish's religious education programs, goals and objectives
- Reviews catechetical programs in light of Archdiocesan and Universal Church norms
- Collaborates with the pastor in the overall planning of Religious Education classes
- Recruits, motivates and trains religious education teachers and other volunteers
- Assists with the personal faith growth among catechists as a Christian community
- Presents the teachings of the Catholic Church as enunciated in Church documents (universal, national and Archdiocesan), to catechists and others
- Oversees and directs various religious education programs under the direction of the pastor (primarily weekly religious education classes, sacramental preparation courses, RCIC, confirmation, vacation bible school and children's liturgy of the word)

- Maintains current and accurate Religious Education Program records; creates, distributes, and processes registration forms and records fees; coordinates all parish catechists
- Evaluates materials for use in religious education classes
- Responsible for the planning, implementation, and evaluation of a parish program for youth that is consistent with the parish mission statement and involves opportunities for spiritual, service, and social activities with emphasis on faith formation
- Plans and organizes service projects, retreats, and social functions for the program participants
- Establishes and maintains calendar of classes, training, activities and events
- Serves as a liaison among programs, parents and parishioners; Promotes active youth participation within parish liturgical life
- Networks with religious educators in the vicariate, region, and archdiocese to plan combined events and share resources
- Prepares and manages the budget for religious education programs in coordination with the pastor and business manager. Organizes fund raising events as needed to help supplement the cost of program activities/events.
- Maintains current and accurate Religious Education Program records
- Maintains a strict level of confidentiality on all matters relating to parish business
- Obtains a clear background check, participates in a Called to Protect training, maintains positive standing, and becomes a trained trainer to conduct annual Called to Protect trainings for parish volunteers and youth
- Attends staff meetings twice monthly
- Performs other work-related duties as requested, such as parish related event/reception planning

**Preferred Skills / Education:**

- Proven skills in the areas of communications and administration
- Ability to successfully manage and train volunteers and program staff
- Ability to prioritize workload to meet program requirements
- Ability to work both independently and as a member of a pastoral team
- Must be flexible, creative and responsible
- Bachelor's Degree required, preferably in Theology, Religious Education or related field
- Three years catechetical experience
- Active member of a Roman Catholic faith community
- Demonstrated ability to work with groups, administer programs and to relate to a wide variety of people
- Ability to articulate philosophy and theology of parish religious education program in specific areas of responsibility
- Professional on-going education and familiarity with religious education expected
- Knowledge of periodicals, events being held, and available resources
- Valid driver's license required

More information and the ability to print an employment application can be found on our website at [www.saintpaulparish.com/job-postings](http://www.saintpaulparish.com/job-postings)