

**POSITION TITLE: Religious Education Coordinator**

**Opening Date:** 7/5/2022

**Closing Date:** 9/1/2022

**Location of Job:** Our Lady of Sorrows Catholic Church, Portland Oregon

**Position:** 20-30 hours, benefits eligible

**Position Summary:** This position requires the employee to have a deep understanding of the teachings of the Roman Catholic Church and zeal for the catholic teaching. The ideal candidate collaborates with the Pastor in the overall planning and coordination of religious education in the parish. Must have the ability to teach the catholic faith to others.

The employee recruits motivates, and trains religious education catechists and aides, discussing discipline and suggesting necessary programs and materials for faith formation in general. Maintains records of those in faith formation and handles religious education budget. The parish is in need of someone to help with the faith formation programs in the parish. This ministry is to help our young people prepare for the sacraments and to help all others to grow in the catholic faith. Therefore, it includes also planning classes for the adults which is currently held on Wednesday evenings. The current catechism classes are on Sundays between the masses. The confirmation youth classes are on Wednesdays at 6 pm but can be changed. The faith formation program runs from September/October to May. We also hope to have summer programs for the youth and the kids. Adult catechesis is at 7pm on Wednesday evenings(no classes during summer months).

This candidate will also help the parents prepare for the baptism of their children by meeting them and giving them appropriate advice and training.

This position requires the ability to stand, walk, talk, sit, hear, handle, and perform repetitive motions of the hands/wrists. Must be able to lift and move items up to 20 pounds. Typical work environment for this role consists of church/ office setting under continual, tight deadlines. The employee may be required to attend some scheduled evening or weekend meetings/events like Pastoral council and regular classes.

**Primary Responsibilities:**

Facilitates and implements religious education programs for children, the youth and families under the supervision of the pastor, integrating religious education into the mission of the parish. This position is to help with the faith formation programs in the parish; primarily to help our young people prepare for the sacraments and to help all others grow in the catholic faith. Therefore, it includes also planning classes and catechesis opportunities for the adults. The current children catechism classes are on Sundays between the masses from 9.30am. The confirmation youth classes are on Wednesdays at 6pm but can be changed. The faith formation

program runs from September/October through May. We also hope to have summer programs for the youth and the kids for example vacation bible school. Adult catechesis (and RCIA) is at 7pm on Wednesday evenings( generally no classes during summer months).

This candidate will also help the parents and sponsors prepare for the baptism of their children by meeting them and giving them appropriate advice and training.

- Maintains current Religious Education Program records
- Coordinates registration and classes, establishing and maintaining a calendar of classes, training, activities, and events.
- Assists catechists and aides.
- Collaborates with the Pastor to plan Religious Educational classes and formation opportunities.
- Oversees Sacramental preparation including: RCIA & Youth Ministry.
- Assists with processing background checks and coordinates Safe Environment programs as required.
- Complies with the guidelines suggested by the USCCB and the archdiocese of Portland.
- Manages the budget for religious educational programs.
- Works with parents and families to meet individual needs.

**Qualifications:**

- Bachelor's Degree or certificate in Theology, Religious Education, catechesis or related field recommended.
- 2-3 Years of catechetical experience.
- Active member of the Roman Catholic faith community.
- Demonstrated ability to work with groups, administer programs and to relate to a variety of people.
- Strong communication and administrative skills.
- Flexible work schedule.
- Ability to prioritize tasks to meet deadlines.
- Strong written and oral communication skills.
- Ability to maintain confidentiality.

Send inquiries, application and resume to [frchrispine@olspdx.org](mailto:frchrispine@olspdx.org) or [hr@archdpdx.org](mailto:hr@archdpdx.org) to apply.