

Roman Catholic Diocese of Reno
Our Lady of the Snows Catholic Church

Job Title: Director of Religious Education
Reports to: Pastor
FLSA status: Exempt - Full time

Director of Religious Education (DRE)

- Under the direction of the Pastor the DRE coordinates, implements and evaluates all Parish Religious Education programs which includes Children's Catechesis, Sacramental preparation for First Communion, Confirmation and those children of Catechetical Age who desire to be Catholic.

ESSENTIAL DUTIES:

- Implement and direct the Religious Education program
 - Setting the curriculum in accord with diocesan standards
 - Setting the yearly calendar
 - Recruit, train and evaluate volunteers for the program
 - Maintaining diocesan and parish policies
- Participation in Parish Meetings
 - Monthly staff meetings
 - Monthly ministry team meetings
 - Weekly meetings with Pastor
- Participate in diocesan meetings/gatherings
- Children's Catechesis: (Kindergarten through 5th grade (including special education))
 - Recruiting, training, formation and support of catechists
 - Certifying catechists through the diocesan program
 - Organizing "Children's Liturgy of the Word" for Sundays
- First Reconciliation and First Communion: (1st/2nd grade students)
 - Working with the school to provide for those families that desire to celebrate these sacraments
 - Developing curriculum and calendar that adhere to diocesan requirements
 - Catechizing parents of children seeking First Reconciliation and First Eucharist
 - Providing a "retreat" experiences for First Reconciliation and First Eucharist which includes rehearsals, ensuring that parents have done their share of sacramental preparation, and that the children learn new things at their "retreat"
 - Planning, rehearsing and coordinating liturgies for First Reconciliation and First Eucharist.
- Confirmation Program (6th - 7th Grade; +/-High School)

- Working with the school for those students who are eligible
- Developing curriculum, calendar and meeting diocesan requirements
- Recruiting, training and evaluating volunteers
- Holding parent meetings, sponsor meetings, notebooks, and overseeing paperwork (saint paper, sponsor work, bishop's letter, developing calendar, baptismal certificates, required retreats)
- OCIA for Children (ages 7+)
 - Developing curriculum and calendar
 - Ensuring diocesan requirements and standards
 - Finding materials, meeting regularly with catechists and catechizing parents
 - Ensuring that the young people are prepared for the three sacraments of initiation

ESSENTIAL QUALIFICATIONS

- Practicing, faith-filled Catholic committed to the church and its mission.
- Minimum five years broad-based education and formal Catechetical training
- Must be able to work independently with varying work hours based on the needs of the job.
- Submit and pass Fingerprint background check and maintain certification in the Protecting God's Children program.

OTHER:

- This is a full time position (40 hours per week), generally working in the parish office.
- Medical insurance, pension plan and a 403b retirement plan are available.
- Being bilingual and having the capacity to work with computers and especially Microsoft Office is a plus