

DIOCESE OF SACRAMENTO

JOB DESCRIPTION

Parish: St. Joseph Parish, Vacaville

Position Status: Full-Time

Position: Religious Education Coordinator

Schedule: 40 hours per week

Classification: Non-Exempt

Language Requirement: Bilingual proficiency in both written and spoken English and Spanish is preferred but not required.

Supervisor: Pastor, or his designated representative, or Business Manager

Job Summary

The Religious Education Coordinator (CRE), under the direction and with the approval of the Pastor, is responsible for the overall development, coordination, administration, implementation, and evaluation of the parish's religious education and faith formation programs.

The CRE provides leadership in developing a comprehensive parish catechetical program that supports lifelong Catholic faith formation and encourages children, youth, adults, and families to deepen their relationship with Jesus Christ and actively participate in the sacramental, spiritual, and communal life of the Church.

The CRE is responsible for creating and maintaining a coordinated approach to religious education throughout the parish. This includes the development and oversight of faith formation programs, sacramental preparation, catechist and volunteer development, youth and family ministry, Hispanic faith formation, and other educational and spiritual formation opportunities.

The CRE works closely and collaboratively with the Pastor, clergy, parish staff, catechists, volunteers, families, youth, parish organizations, and the Diocese of Sacramento. The CRE is expected to foster a welcoming, safe, organized, and faith-centered environment in which children, youth, families, catechists, and volunteers can grow in faith and participate actively in the life and mission of the parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Faith Formation and Program Development

- Develops, coordinates, and implements a comprehensive parish religious education and faith formation program in consultation with the Pastor.
- Develops program goals, objectives, policies, and strategies consistent with Catholic teaching, diocesan guidelines, and the pastoral vision of the parish.
- Assesses the religious education and faith formation needs of the parish community and develops programs that respond appropriately to those needs.
- Incorporates appropriate catechetical resources, educational methods, and current practices into program planning and implementation.
- Provides opportunities for lifelong faith formation for children, youth, adults, and families.
- Develops specialized or individualized faith formation opportunities, when appropriate, for parishioners with specific religious education needs.
- Continually evaluates and improves programs to ensure they remain effective, relevant, and responsive to the needs of the parish community.
- Pursues ongoing professional, theological, catechetical, and spiritual development.

2. Digital Spiritual Formation and Faith Resources

- Oversees and manages parish-sponsored digital faith formation and spiritual resources, including platforms such as Hallow and other approved Catholic faith formation applications.
- Promotes awareness, participation, and appropriate use of digital spiritual resources among parishioners, families, youth, and ministry groups.
- Coordinates parish subscriptions, user access, program settings, communications, and other administrative responsibilities associated with digital faith formation platforms.
- Monitors participation and engagement and evaluates the effectiveness of digital resources in supporting the parish's overall faith formation goals.
- Collaborates with the Pastor, parish staff, and ministry leaders to identify and implement digital resources that complement parish catechesis, prayer, Scripture study, retreats, and other spiritual formation opportunities.
- Provides or coordinates basic assistance and orientation for staff, volunteers, families, and parishioners using parish-sponsored digital faith formation resources.
- Ensures that digital faith formation resources are consistent with Catholic teaching and support the spiritual and pastoral mission of the parish.

3. Catechist and Volunteer Leadership

- Recruits, trains, supervises, supports, and evaluates catechists, volunteers, and other individuals serving in religious education programs.
- Provides ongoing guidance, resources, formation, and encouragement to catechists and volunteers.
- Establishes clear expectations and responsibilities for catechists and volunteers.
- Delegates responsibilities effectively and develops leadership among catechists and volunteers.

- Promotes teamwork, accountability, cooperation, and a positive ministry environment.
- Addresses concerns, performance issues, and conflicts involving staff or volunteers in a professional, respectful, and pastoral manner.
- Ensures that catechists and volunteers follow applicable parish and diocesan policies, including Safe Environment requirements.

4. Program Administration and Management

- Oversees the day-to-day administration and ongoing operation of parish religious education programs.
- Coordinates program schedules, registration, classrooms, facilities, personnel, instructional materials, communications, and other necessary resources.
- Develops and maintains effective organizational systems, including calendars, planning tools, records, databases, and program documentation.
- Prepares and manages the annual religious education and faith formation budget in consultation with the Pastor and Business Manager.
- Monitors program expenditures and operates within the approved budget.
- Obtains and maintains appropriate textbooks, catechetical materials, audio/visual resources, technology, liturgical materials, and other educational resources.
- Coordinates the use of parish facilities and works with parish staff regarding space requirements, maintenance, safety, and facility needs.
- Identifies and addresses operational needs related to space, staffing, materials, equipment, and other program resources.
- Maintains accurate, organized, and confidential records related to participants, programs, catechists, volunteers, and sacramental preparation.

5. Sacramental and Liturgical Formation

- Coordinates and supports sacramental preparation programs, including Baptism, First Reconciliation, First Eucharist, and Confirmation, as assigned by the Pastor.
- Collaborates with clergy, catechists, parents, and parish staff regarding sacramental preparation and celebrations.
- Coordinates appropriate prayer experiences, retreats, workshops, and other spiritual formation opportunities.
- Supports the integration of liturgical and sacramental life into parish faith formation programs.
- Ensures that religious education and sacramental preparation programs are consistent with Catholic teaching and applicable diocesan requirements.

6. Children, Youth, and Family Ministry

- Provides leadership and support for parish-based faith formation and pastoral ministry with children, youth, and families.

- Develops opportunities for children and youth to grow in their Catholic faith and become active participants in the life and mission of the Church.
- Encourages youth and young adults to use their gifts and talents in service to the Lord and the parish community.
- Establishes positive, respectful, and trusting relationships with children, youth, parents, and families.
- Communicates regularly with families regarding programs, schedules, expectations, sacramental preparation, and parish opportunities.
- Responds to questions and concerns from parents and families with patience, compassion, professionalism, and sound pastoral judgment.
- Works collaboratively with Youth Ministry and other parish ministries to support the spiritual development of young people.

7. Hispanic and Multicultural Faith Formation

- Coordinates and supports Hispanic faith formation and other culturally appropriate religious education programs.
- Develops and supports workshops, retreats, family programs, and other faith formation opportunities that respond to the needs of the parish community.
- Promotes effective communication and collaboration among the parish's diverse cultural and linguistic communities.
- Ensures that faith formation opportunities are welcoming and accessible to the broader parish community.

8. Parish Collaboration and Communication

- Maintains a strong and collaborative working relationship with the Pastor, clergy, Business Manager, parish staff, catechists, volunteers, parish organizations, and diocesan personnel.
- Communicates clearly, respectfully, and professionally with children, youth, families, staff, clergy, catechists, volunteers, and the broader parish community.
- Provides timely communication regarding religious education programs, schedules, events, changes, expectations, and other relevant information.
- Participates in parish staff meetings, planning meetings, and other meetings as assigned.
- Collaborates with other parish ministries and organizations to promote a coordinated approach to evangelization, catechesis, and faith formation.
- Maintains regular communication and a positive working relationship with the Diocesan Office of Religious Education.

9. Program Evaluation and Continuous Improvement

- Establishes appropriate methods for evaluating religious education and faith formation programs.
- Solicits and reviews feedback from participants, parents, catechists, volunteers, parish staff, clergy, and other appropriate stakeholders.
- Evaluates programs in relation to established goals, objectives, and strategies.
- Compiles and communicates evaluation findings to the Pastor and appropriate parish leadership.
- Makes recommendations and implements appropriate changes based on feedback, evaluation results, diocesan guidance, and current catechetical practices.
- Meets with catechists, program leaders, and parish staff to review programs and plan for future needs.

10. Programs and Ministries

The CRE provides primary coordination and oversight for the following programs, as assigned by the Pastor:

- Elementary Faith Formation / Religious Education
- Middle School and High School Faith Formation
- Youth Religious Education
- Sacramental Preparation, including:
 - Baptism
 - First Reconciliation
 - First Eucharist
 - Confirmation
- Hispanic Faith Formation and related educational programs
- Adult Faith Formation and special religious education programs
- Workshops, retreats, and other parish faith formation opportunities
- Catechist and Volunteer Formation
- Support of the OCIA program
- Support of the Youth Ministry program

11. Other Duties

- Performs other duties and responsibilities reasonably related to the position as assigned by the Pastor, his designated representative, or the Business Manager.
- Demonstrates flexibility in responding to changing parish needs and priorities.
- Performs all duties in a manner consistent with the teachings, mission, policies, and values of the Catholic Church, the Diocese of Sacramento, and St. Joseph Parish.

MINIMUM QUALIFICATIONS

Catholic Faith

- Must be a **practicing Catholic** who demonstrates a strong commitment to the teachings and mission of the Catholic Church.
- Demonstrates knowledge of Catholic theology, Scripture, catechesis, sacramental life, and Catholic spirituality.
- Demonstrates a commitment to supporting the pastoral vision and mission of St. Joseph Parish.

Education

A high school diploma or equivalent is required. Candidates should possess relevant education, theological formation, catechetical training, and/or professional experience.

Candidates should meet one or more of the following educational qualifications:

1. **Bachelor's degree in Theology, Religious Education, Catechetics, or a related field**, with at least six (6) semester credits or 60 clock hours of additional training in areas such as administration, educational methods, supervision, or catechesis.
2. **Bachelor's degree in Education or a related field**, with at least 24 semester credits in Theology, Catechetics, and Scripture.
3. **Bachelor's degree in an unrelated field or equivalent educational background**, with at least 24 semester credits in Theology, Catechetics, and Scripture, plus at least six (6) semester credits or 60 clock hours of training in administration, educational methods, supervision, or catechesis.
4. Equivalent education, theological formation, catechetical training, and professional or ministry experience may be considered based on the overall qualifications of the candidate.

Experience

- Minimum of **three (3) years of teaching, catechetical, or equivalent educational experience**, preferably in a Catholic school, parish, or religious education setting.
- Minimum of **one (1) year of administrative, supervisory, or program management experience**, which may be paid or volunteer.
- Experience recruiting, training, supervising, and supporting catechists and volunteers is strongly preferred.
- Experience working directly with children, youth, parents, and families is strongly preferred.

Language Requirement

- **Bilingual proficiency in English and Spanish, both written and spoken, is required.**

- Must be able to communicate effectively with English- and Spanish-speaking children, youth, families, volunteers, and parishioners.

KEY COMPETENCIES AND QUALIFICATIONS

The successful candidate will demonstrate:

- **Catholic Faith & Theology:** Strong commitment to the Catholic faith, knowledge of Catholic theology and teachings, and dedication to the mission and pastoral vision of the parish.
- **Faith Formation & Program Development:** Ability to develop, coordinate, implement, and evaluate effective faith formation programs for children, youth, adults, and families.
- **Leadership & Teamwork:** Ability to work collaboratively as a member of the parish staff while providing effective leadership to catechists, volunteers, and ministry teams.
- **People Management & Delegation:** Ability to supervise, train, guide, delegate responsibilities to, and hold catechists and volunteers accountable.
- **Communication & Relationship Building:** Excellent communication and interpersonal skills, with the ability to build positive, respectful, and trusting relationships with children, youth, parents, families, staff, clergy, catechists, and volunteers.
- **Pastoral Sensitivity:** Demonstrates patience, compassion, empathy, discretion, and sound judgment when addressing the needs and concerns of children and families.
- **Conflict Resolution:** Ability to address concerns, resolve conflicts, and navigate challenging situations in a professional, respectful, and pastoral manner.
- **Administration & Organization:** Strong organizational, planning, calendaring, prioritization, time-management, and administrative skills, with the ability to manage multiple responsibilities and meet deadlines.
- **Problem-Solving & Flexibility:** Ability to assess situations, solve problems, adapt to changing circumstances, manage competing priorities, and remain effective under pressure.
- **Technology & Office Skills:** Proficiency in Microsoft Office Suite and basic computer skills, including email, calendars, databases, digital communication tools, and other technology used in parish administration.
- **Professionalism & Safe Ministry:** Maintains confidentiality, professional boundaries, appropriate conduct, and respect for the dignity of every person while promoting a safe and welcoming environment for children, youth, families, staff, and volunteers.
- **Cultural Awareness:** Ability to work respectfully and effectively with individuals and families from diverse cultural, linguistic, and generational backgrounds.
- **Professional & Spiritual Development:** Commitment to ongoing theological, catechetical, professional, and spiritual development.

ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the duties, responsibilities, qualifications, and expectations outlined in this job description. I understand that this job description describes the general nature and level of work associated with this position and that duties and responsibilities may be modified as parish needs evolve.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Pastor Signature: _____

Date: _____