

**DIOCESE OF BIRMINGHAM IN ALABAMA
OUR LADY OF THE VALLEY – FORT PAYNE
JOB DESCRIPTION
Parish Director of Religious Education and Youth Ministry**

JOB SUMMARY

The Parish Director of Religious Education and Youth Ministry is a qualified professional administrator who contributes to the mission of the Church both by active ministry and through personal example. The DRE interacts with the parish staff regarding Religious Education and Youth Ministry, and the People of God in general to promote authentic religious values and church teachings.

JOB RESPONSIBILITIES

The DRE collaborates with the Pastor regarding Catholic education and lifelong formation through religious education and accomplishing the following responsibilities:

1. Formulates plans and policies for religious education in the Parish; primary person in charge of K-8 program, and oversees High School ministry and catechesis including, but not limited to, Confirmation Sacramental Preparation.
2. Provides leadership and the stimulus for continuous evaluation and improvement of the religious education program in the Parish.
3. Directs the development of religion curricula for various programs of religious education in the parish and facilitates the review of religion program materials and recommendation of religion texts to the Pastor.
4. Facilitates the recruitment and promotion of qualified religion teachers, catechists and volunteers for parish religion programs.
5. Administers the program for Diocesan certification of religion teachers and catechists in the parish religious education program.
6. Assists the Pastor in the recruitment, selection training and promoting of teachers, catechists and volunteer staff.
7. Serves as a liaison to the Diocesan Religious Education Office and reports the religious education program and policies to the Pastor and the Pastoral Council.
8. Supervises the development and implementation of the inservice training of catechists, teachers, and those who assist the religious educational programs.
9. Provides a religion curriculum library and research center that is adequate and available to religion teachers and others.
10. Administers all Diocesan level testing as required and provides an annual statistical and interpretive report on religious education programs to the Pastor and the Diocese when available.

11. Attends such meetings and conferences that relate to the welfare and improvement of religious education.

SUPERVISION

SUPERVISED BY: Pastor

SUPERVISES: Religious Education Personnel

LEADS/GUIDES: Teachers, Catechists, Volunteers, Parents

JOB SPECIFICATIONS

EDUCATION/ EXPERIENCE:

Required: Catholic in good standing.
US or Naturalized citizen or a Permanent Alien Resident.

Preferred: Education or Theology Degree.
Certifications in Religious Education and/or Youth Ministry.
Parish experience in Religious Education and Youth Ministry.
Bilingual--English and Spanish.

LICENSES, CERTIFICATION AND/OR REGISTRATIONS: Willingness to acquire Catechist Certification according to the requirements set forth by the Diocese of Birmingham in Alabama.

EQUIPMENT/TOOLS/WORK AIDS: Computer skills, copying machine, facsimile machine and knowledge of other office equipment.

SPECIALIZED KNOWLEDGE & SKILLS:

1. Knowledgeable in the field of religious education and/or youth ministry.
2. Personable, flexible, understanding of others.
3. A good listener.
4. Able to assess the needs of the Parish and to plan to meet the needs.
5. Proficient on both written and spoken communication.
6. A challenger.
7. Self motivated.
8. Creative without imposing personal opinion on people.
9. Knowledgeable of the Southern and Hispanic Culture.

10. A skilled administrator.

PERSONAL TRAITS QUALITIES & APTITUDES: Welcoming and inclusive, desires to collaborate and work with others for the greater good of the Parish. Uses personal gifts for the good of the whole. Able to win the respect and loyalty of co-workers through their own personal witness, example and work ethic.

- Must be an orthodox, practicing Catholic in full communion with the Church.
- Able to work in a team context.
- Possesses clear evidence of integrity and the highest standards of ethical conduct.
- Demonstrates an ability to motivate and win the respect and loyalty of staff, build a faith community and accomplish results through others.
- Be literate in and seeks out areas of new and developing educational and ministry technologies.
- Is sensitive to cultural, racial and ethnic diversity.
- Is flexible, assertive, persuasive and highly motivated.
- Demonstrates an ability to accept responsibility for direction, control and planning of an activity.
- Demonstrates an ability to make generalizations, evaluations and decision based on sensory or judgmental criteria.
- Demonstrates an ability to perform a variety of duties requiring the changing from one task to another without loss of efficiency or composure.
- Demonstrates an ability to communicate effectively with people of all socioeconomic and ethnic backgrounds.
- Demonstrates an ability to solve problems in a creative and effective manner.
- Is willing to assess personal strengths and weaknesses and receive and respond to performance reviews and constructive criticism.

WORKING CONDITIONS: Inside environment protected from weather, but not necessarily from temperature changes. Some amount of traveling, mostly by automobile, to the Chancery offices in Birmingham and retreat centers within the diocese (mileage for these trips is reimbursable upon request).

PHYSICAL DEMANDS/TRAITS. Must be able to:

- Meet the demands of some travel and frequent weekend and evening work.
- Express or exchange ideas by means of the spoken word.
- Perceive the nature of sounds by ear.
- Perceive characteristics of objects by sight.
- Work with the hands in placing and turning motions.
- Ability to manipulate small objects with fingers rapidly and accurately.
- Frequent walking and/or standing, must be able to lift at least 50 pounds with frequent lifting, carrying, pushing or pulling objects weighing up to 10 pounds.

3/1/2018