

APPLICATION – DIRECTOR OF RELIGIOUS EDUCATION (DRE)

OUR LADY OF THE ASSUMPTION CATHOLIC CHURCH | OFFICE OF RELIGIOUS EDUCATION

Fr. Pat Higgins, Pastor | 2414 North Main Street | Ingleside, Texas 78362

Summary: The Director of Religious Education is responsible for the religious education program of the parish as designated by the pastor. As a representative of the pastor, the Director of Religious Education (DRE) implements the parish religious education program in accordance with policies and guidelines provided by The Diocese of Corpus Christi. The DRE manages program content and curriculum, budget and donations, and coordinates with other parish ministries and activities. He/she shall report to the pastor and/or parish councils/committees as necessary for the development of the program and transparency of activities provided by the stewardship of parishioners and patrons.

JOB DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing and coordinating religious education programming, including K-12 grade levels, RCIC and RCIA (in partnership with, and support of, the RCIA Director(s))
- Reviews, evaluates, and develops program curriculum as a standard to meet Diocesan requirements and provide a full faith formation for youth in the parish that meets the goals and objectives set by the Diocese and the pastor.
- Implements and develops a program of catechist formation according to Diocesan guidelines.
- Recruits and trains volunteer catechists throughout the year, and engages all volunteer catechists (teachers) and helpers (including young adults) in program development through teacher meetings during the year for feedback, fellowship, and growth as a team.
- Articulates a vision of catechesis and the catechetical process based on the major catechetical documents of the Catholic Church.
- Assists the parish community to evaluate and carry out its role as a catechizing agent.
- Utilizes current and promotes/emphasizes appropriate teaching methodologies for adult and/or child-centered learning.
- Communicates and relays student progress, in the faith formation of children and adolescents, to the family.
- Uses various media platforms and communication technology for effective program implementation, and sharing program developments with the parish (website, Facebook, GroupMe app or other text messaging platform for parent outreach, etc.).
- Provides opportunities for participation in prayer, personal spiritual development and communal worship.
- Initiates and maintains accurate records on students, families, catechists, and other participants.
- Fosters a team-oriented, and service-oriented, approach at all times through both example and expectation.
- Management of the Circle of Grace program implementation as directed by the Diocese.
- Support to ensure catechists are trained and current with Creating and Maintaining a Safe Environment (CMSE) training as outlined/required by the Diocese.

ADDITIONAL RESPONSIBILITIES: Responsible for scheduling functions and events including:

- 1st Communion Sacramental Mass/retreat preparation/execution for qualifying candidates
- Confirmation Sacramental Mass/retreat preparation/execution for qualifying candidates
- RCIC / RCIA Rites, Sacramental Mass preparation, execution with supportive RCIA Director
- Nativity Play for Christmas Mass
- Support for other faith formation opportunities, events, retreats, etc., as needed/requested

WORK HOURS:

- Wednesdays from 6:30 p.m. to 8:30 p.m. during catechetical year (August – May)*
- Sundays from 11 a.m. to 12:30 p.m. during catechetical year (August – May)*

- Administrative work throughout the year including responding to phone calls and outreach from parents, and managing all tasks listed above (often at home, using personal computer or devices and/or from the church religious education office)
- Sunday Mass attendance regularly, and for Sacramental Masses
- Rehearsals, practices for events, Sacraments, retreats

**Arrive slightly before CCE begins to open classrooms, turn on ACs; make sure lights/AC is off before leaving and all doors are locked. Confirmation I and II classes last an hour and a half on Wednesdays, thus the extra 30 minutes is needed to cover the classes.*

QUALIFICATIONS:

- Fully initiated and practicing Roman Catholic in full communion with the church, and who maintains a sound commitment to his/her own faith life
- Well-developed and robust knowledge of Scripture, the Catechism, and Church documents.
- Familiar with Mariology, church history, saints, and martyrs, and general apologetics
- Demonstrated experience in teaching the faith to adults, youth, and children
- Able to communicate with all age groups, from varying cultural and social backgrounds
- Skilled organizer and overseer of catechetical programs that incorporate volunteer contributions
- Sensitive to controversial issues, and able to respond according to Church teaching as articulated by the Diocese and U.S. Conference of Catholic Bishops (USCCB).

REQUIREMENTS:

- Bachelor's degree preferred but not required (in theology, religious education, or other relevant program) and/or equivalent number of years' experience with ministry work.
- Certification (or actively working towards certification) in an accredited advanced Catechetical Ministries Program (ACM) or Master Catechist Program, like the Distance Learning offered by the Diocese of Corpus Christi (please note – these courses do require some personal financial commitments).
- Minimum 5 or more years recent catechetical experience, teaching youth and/or adults.
- Record of attendance at faith-based retreats, diocesan workshops for ongoing education, or other evidence of continuing education and a desire for greater faith development.
- Management experience or proven history of supervising others, including adult volunteers.
- Management experience or proven history in working collaboratively with parents and families for the benefit and protection of children.

STEPS TO APPLY / TIMELINE FOR SELECTION:

1. If you are interested, please write a letter to Father Pat Higgins with the following information, and email to Rosemary Morin (morin@cablone.net) and Father Pat (paraichiggins@gmail.com) **before Wednesday, Oct. 20th:**
 - a. Introduction to include your reason(s) for choosing to apply for this position;
 - b. Explanation of what you feel our parish needs most in terms of religious education program development, and what you would like to contribute to support in this effort;
 - c. Explanation of your leadership style and plans to engage volunteer teachers, parents/families, students, and the greater parish; and
 - d. A conclusion explaining why you would be the right candidate for this position.
2. Father will review letters received, and make a final determination for the next DRE in communication with qualified applicant(s). Questions and details can be discussed with Father at this time, when/if he reaches out to you for further information.
3. Father will announce the selection to the parish when a new DRE has been named.