

SASB YOUTH FAITH FORMATION, CONFIRMATION & YOUTH MINISTRY
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Diocese of Orange, St. Anne Catholic Church, Seal Beach

Date Prepared: 12 June 2022

Date Issued:

Approved By:

POSITION TITLE: DIRECTOR OF RELIGIOUS EDUCATION

JOB CLASSIFICATION: Exempt

DEPARTMENT: RELIGIOUS EDUCATION

REPORTS TO: PASTOR

SUPERVISORY RESPONSIBILITY:

Responsible for Administrative Assistant as well as catechists and aides in Child Faith Formation, Youth Confirmation, and Youth Ministry.

INTERNAL/EXTERNAL CONTACTS:

SUMMARY OVERVIEW:

The full-time position for Director of Religious Education position would organize, direct and oversee all faith formation programs, to include but not limited to youth faith formation (K-8), youth confirmation (a 2 year program for high school age students), and youth ministry (open to high school age students).

CLASS SCHEDULE & RETREAT OVERVIEW:

Classes take place weekly Sunday from 10-11am and 5-6:30 pm, Monday 4:15-5:30 pm, Tuesday 3-4:15 pm, Lighthouse meets monthly on Wednesday 6:30-8 pm and Eucharistic Adoration meets twice a semester on First Friday 6:30-8 pm. There is a day long C1 retreat and a Friday evening through Sunday morning C2 retreat.

ESSENTIAL FUNCTIONS:

The duties and responsibilities of this position include, but are not limited to, the following tasks and assignments:

1. Establish and administer parish catechetical programs and sacramental preparation for children and youth K-12.
2. Recruit, interview, select, prepare, supervise, and evaluate volunteer catechists and aides.
3. Assist families and youth of all ages their development of a lifelong commitment and knowledge of their Catholic faith.
4. Assist families and youth in their participation in parish life.

5. Regularly attend parish staff meetings and serve on committees as assigned.
6. Moderate contact with students to explain the application of policies.
7. Attend Diocese of Orange required faith formation meetings.
8. Annual budget preparation for all faith formation programs including retreats.
9. Performs other work-related tasks.

NON-ESSENTIAL FUNCTIONS:

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- A practicing Catholic of exemplary character with strong communication, organizational, administrative, and leadership skills. This includes the ability to recruit, organize, instruct, and motivate volunteers. Must have a working knowledge of group dynamics, organization, and the ability to coordinate and carry out events.
- Ability to exhibit dependable and reliable work habits
- Ability to work with a minimum amount of supervision and able to make good decisions independently within the established policies and procedures of Diocese of Orange and the Roman Catholic Church.
- A BA in Theology, Pastoral Ministry, or similar field, or at least a Master Catechist Certification or its equivalent.
- Must be self-motivated and able to work in a team environment.
- Provide proof to work in the United States
- Employment is contingent upon background clearance.

DESIRED:

- Skills in Communication, organization, computer, business management and human resources.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.