



**ST. MICHAEL CATHOLIC CHURCH
MINISTRY DESCRIPTION**

POSITION: Coordinator of Elementary Religious Education

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

MINISTRY DESCRIPTION:

Is responsible for assisting in the development and programming of children in grades Pre K - 5 and their families. Areas of responsibility include Elementary Religious Education and Sacramental Preparation, intergenerational and family education. Other areas of responsibility include programmatic and administrative oversight of Religious Education PreK-5 department in conjunction with the Director of Faith Formation.

SUPERVISOR: Director of Faith Formation

TYPE: Non-Exempt, Part-time 28 hours/week

RESPONSIBILITIES:

1. Is available to volunteers and parishioners as needed.
2. Fosters effective communication among all persons to include teachers, parents and all volunteers involved with the Religious Education Programs.
3. Is involved in the recruiting, screening, and placement of teachers, aides and support personnel for these particular programs.
4. Works cooperatively with the Director of Faith Formation to provide resource materials and trainings for catechetical readiness. Assists in planning, implementing and teaching workshops for volunteers on various components of the catechetical development.
5. Is responsible for planning and implementing programs, meetings and retreats for sacramental preparation for Reconciliation, Eucharist and RCIA for elementary ages.
6. Is responsible for receiving and maintaining all necessary sacrament paperwork and documentation for elementary aged students by paper and database.
7. Provides organizational, secretarial and communication services needed for the programs.
8. Orders, maintains and dispenses inventory of textbooks, teaching materials and program resources.
9. Is onsite and oversees all children's catechetical and sacramental preparation programs, meetings and trainings. Ensures catechist/aide to student ratio is maintained for all RE programs/events.
10. Is responsible for planning, implementation and record keeping for yearly Called to Protect audit.
11. Develops & assures accurate yearly record maintenance and administrative processes for program.
12. Maintains catechist files and ensures safe environment training is maintained and current for all RE volunteers.
13. Ensures completed sacrament records are provided to the parish secretary for sacrament recording. Sends sacrament notices to the church of Baptism for 1st Eucharist.
14. Plans, coordinates and implements yearly Vacation Bible School.
15. Maintains continual communication with the Director of Faith Formation in all matters and needs related to Elementary Religious Education.
16. Maintains and updates Elementary registration and events on the parish website, bulletin boards and kiosks. Ensures current forms are stocked in the parish office and formation office.

Students:

1. Coordinates family registrations and payment of fees
2. Procures and provides materials and resources for teachers.
3. Develops and maintains up to date program records in regard to attendance, sacrament preparation/reception, tuition and fees and assorted reports.

Clerical:



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1. Maintains accurate and up to date records by paper and parish database, as it relates to religious education.
2. Prepares all class schedules, student lists and volunteer lists and assignments for all areas of education by paper and database. Prepares all weekly class lists, sign in/out sheets, catechist folders and other communications.
3. Develops publicity and communications for elementary religious education and children’s ministry.
4. Develops yearly schedule of classes and programs for elementary religious education and sacramental preparation. Coordinates and procures facilities for all classes and programs for religious education and sacramental preparation.
5. Maintains and tracks expenditures for materials as related to programs with approval Director of Faith Formation.

On-going formation/development:

1. Attends all general staff and formation department meetings
2. Participates in on-going formation and skill enhancement programs, workshops or certification as related to job responsibilities.
3. Acts as a resource to the Parish staff for planning and evaluation as needed.

RECORD RETENTION RESPONSIBILITIES:

- Maintains work process binder
- Catechist Records (volunteer application, training, interview) – 7 years after terminated
- Religious Education Registration forms – 5 years after school year completed
- Class Attendance Lists – Permanent File
- Cash Receipt Books – 3 years

VOLUNTEERS:

- Catechists
- Elementary Religious Education Support help
- VBS volunteers
- Sacramental Prep (1st Communion & 1st Reconciliation) volunteers

QUALIFICATIONS:

- Practicing Catholic, faithful to the Magisterium, and in good standing with the Catholic Church
- Ability to honor and maintain confidentiality
- Ability to work well with people
- Excellent communication skills
- Demonstrated competency in Microsoft Word, Excel, Outlook and Parish Data Systems
- Successful completion of the Diocesan Safe Environment process
- Catechist certification, religious studies certificate or degree or equivalent preferred
- Bi-lingual is a plus

Employee Signature

Date

Supervisor Signature

Date