

Office: Religious Education	Location: Pastoral Center, Winona
Grade: E – 3	Reports to: Moderator of the Curia
FLSA: Exempt	Date Prepared: May 6, 2011
Prepared by: Gary Martini	Date Revised:

JOB SUMMARY

Promote a strong identity in service to the Bishop's teaching role as chief catechist of the local church. Lead the development and administration of catechetical policy for the diocese. This is a Curia level position reporting to the Moderator of the Curia and the Bishop. This position requires the incumbent be a practicing & knowledgeable Roman Catholic & an experienced in Catholic Religious Education, faithful to the Church's catechetical documents.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Develops and implements ongoing education / formation for Parish Catechists and Directors of Catechetical Ministry to promote effective catechesis.
2. Represents the Bishop in catechetical matters and provides the Bishop with an annual report on the state of catechetical programs in the diocese.
3. Consults pastors and catechetical staff in training of the staff, reviewing materials, and designing programs. Provides resources upon request.
4. Promotes and develops training resources for Adult Catechesis.
5. Collaborates with the parishes to provide training and be a resource to them in Rite of Christian Initiation of Adults (RCIA).
6. Collaborates with the Offices of Youth & Young Adults & Hispanic Ministry to develop and implement programs and provide training opportunities.
7. Familiarizes Parish Catechetical staff with the content of the Church's catechetical documents and recommendations for implementing same.

MINIMUM QUALIFICATIONS

Education

- Required: Master's degree in Religious Education / Catholic Theology or equivalent.

Experience

- Minimum of 5 years proven success as a parish DRE or the equivalent.
- Familiarity with principles and dimensions of adult faith formation, and catechist formation.
- Experience with catechetical methodology and adult learning process
- Bi-Cultural Hispanic or Bi-Lingual Spanish is highly desired.

Other Required Knowledge, Skills and Abilities:

- Profess total fidelity to the teachings of the Magisterium of the Church, hold an unquestionable orthodoxy of Faith, Morals and ecclesiastical discipline. Possess complete loyalty to our Church and Local Ordinary.
- People oriented; is able to work collaboratively well with co-workers.
- Able to respond to and change directions rapidly.
- People oriented; is able to work collaboratively well with co-workers.

Physical Requirements

- Ability to perform high stress multi-tasking functions & meet deadlines.
- Ability to sit for prolonged periods at the computer & lift 10+ pounds.
- Ability to use a keyboard for communications, presentations & analysis.
- Work schedule in excess of 40 hrs./week is the norm. Occasional nights and weekends are required.
- Extensive travel is required.

OTHER REQUIREMENTS

Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. The Diocese of Winona is an "At Will" employer. The job description does not constitute a written or implied contract of employment. The Diocese reserves the right to revise or change job duties and responsibilities as needs arise.