

TITLE: Director of Religious Education
OFFICE: Religious Education and Faith Formation
REPORTS TO: Vicar General/Moderator of the Curia
STATUS: Full time – Exempt

APPROVED: APRIL 2007

POSITION SUMMARY:

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The Director of Religious Education has responsibility for all that pertains to the ministry of catechesis in the Archdiocese, in conjunction with the Office of Religious Education staff, oversees and offers policies and catechetical programs for children, youth, young adult, and adults of the parishes and missions of the Archdiocese.

QUALIFICATIONS:

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- MA in Religious Education / Catholic Theology or equivalent
 - Minimum 5 years working within diocesan Religious Education structures or similar experience preferred. Familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry.
 - Minimum 3 years parish religious education experience a plus.
 - Experience with catechetical methodology and adult learning process
 - Experience in ecclesial / ministerial visioning and planning including familiarity with Church structures and systems
 - Strong oral and written communication skills. Fluency in Spanish would be a strong asset.
 - Demonstrated sensitivity to a multi-cultural church
 - Proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister
 - Ability to represent the Archdiocese of Atlanta locally, regionally, and nationally in the area of Religious Education and faith formation.
 - Ability to coordinate, schedule and provide leadership in an ecclesiastical setting
 - Ability to work in collaboration with other Archdiocesan offices to communicate and implement archdiocesan guidelines and policies with parish Religious Education leadership.

- Ability to travel both locally and nationally to represent the Archdiocese

RESPONSIBILITIES:

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- Supervises and directs the Office of Religious Education staff.
- Consults pastors and catechetical staff in training of staff, reviewing materials, and designing programs. Provides resources upon request.
- Oversees the development and implementation of ongoing education / formation for parish catechists and Directors of Catechetical Ministry to promote effective catechesis.
- Familiarizes Parish Catechetical staff with the content of the Church's catechetical documents and recommends ways of implementing principles of catechesis in parish programs.
- In consultation with priest and catechetical ministers, develops and implements Archdiocesan policies and guidelines for religious education, sacramental preparation faithful to the Church's catechetical documents.
- In collaboration with the Office of Catholic Schools, develops good relationships between schools and parish religious education programs
- Assist (as needed) by helping to provide formation for all religion teachers in Catholic schools
- Assists parishes and schools choose suitable materials for catechetical instruction
- Prepare and manage the Office of Religious Education Budget
- Maintains regular communication with parish catechetical staff
- Provide assistance to parishes in selecting and hiring religious education personnel.
- Represent the Archdiocese Office of Religious Education for the Archdiocese.
- Maintain membership and participation in appropriate National, Regional, and Archdiocesan catechetical organizations as required.