

**HOLY CROSS | ST. JAMES | STS. PETER & PAUL**  
**Coordinator of Religious Education**

**REPORTS TO:** Pastor  
**SUPERVISES:** None  
**POSITION:** Part-time, exempt, 29.5 hours/week  
Flexible hours with some nights and weekends as needed

**SUMMARY:** The **coordinator of religious education** is responsible for coordinating the religious education program of Holy Cross, St. James, and Sts. Peter & Paul. The coordinator of religious education is a valued member of the parish team and assists our parishes in providing strong faith formation programs across the parishes

**PERSONAL QUALIFICATIONS:**

1. Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Roman Catholic Church
2. Strong understanding of Theology and church teachings
3. Positive and motivated
4. Detail oriented, focused on accuracy and efficiency
5. Excellent written and verbal communication skills
6. Ability to maintain confidentiality in all matters
7. Ability to work as a team with the parish office staff, ministry leaders, and volunteers
8. Desire to serve others

**PROFESSIONAL QUALIFICATIONS:**

1. Degree in theology or a related field or a strong foundation in Catholicism
2. Well developed administrative skills
3. Organized with the ability to manage multiple responsibilities with flexibility and grace
4. Self-directed and flexible with the ability to work with minimal direction
5. Ability to recruit, oversee and direct volunteers
6. Computer skills - Microsoft Office Suite, Google Workspace and Google Calendar, database management

**ESSENTIAL JOB FUNCTIONS:**

1. Serve as coordinator of the K-12 religious education program of Holy Cross, St. James, and Sts. Peter & Paul
2. Plan and coordinate adult faith formation programs
3. Provide faith formation resources to the parish staff and volunteers

## **SPECIFIC JOB FUNCTIONS**

### Religious Education

1. Be the on-site point of contact for Wednesday night religious education classes
2. Recruit, train, and oversee volunteer catechists for each grade level of religious education classes
3. Plan and lead catechists training sessions
4. Serve as a resource and point of contact for catechists throughout the school year
5. Oversee religious education special events throughout the year
6. Work closely with parishes' safe environment coordinators to ensure volunteers are trained and up-to-date in safe environment trainings
7. Work closely with the SMG youth minister to coordinate youth activities in conjunction with religious education
8. Provide counsel for students, parents and catechists when classroom issues arise
9. Create and share the religious education calendar with volunteers and families
10. Schedule two penance services per year (Advent and Lent) for religious education students
11. Coordinate religious education donations to the St. Vincent de Paul food drive
12. Serve as point of contact for the Serra Club's vocation awareness award (fall) and service award (spring)
13. Supervise seminarians in the religious education program, including providing formation reviews to St. Meinrad

### Adult Faith Formation

1. Create and share adult faith formation calendar with parishes
2. Select topics and programs for adult scripture studies
3. Update and distribute registration forms as needed
4. Work closely with adult formation volunteers and participants to ensure successful programs, including but not limited to OCIA, scripture studies, Grace Marriage, and Cursillo
5. Consistently review and evaluate current programs and new ideas

### OCIA

1. Coordinate and present the annual OCIA retreat
2. Provide OCIA inquiry sheets, order and complete OCIA certificates (SPP)
3. Provide OCIA materials and supplies (HC)
4. Help complete OCIA Rite of Acceptance and Rite of Sending documents

### Sacraments

1. Work closely with the pastor and sacramental coordinators to ensure proper planning and execution of sacraments
2. Assist with the planning and execution of the First Communion Retreat
3. Order materials and supplies for sacramental coordinators
4. Work closely with the school principals in areas related to faith formation

#### Vacation Bible School

1. Oversee Vacation Bible School, including but not limited to working with with parish offices to set dates for Vacation Bible School, recruiting and supervising the VBS coordinators, managing registration and ordering supplies

#### Parish Team / General Job Functions

1. Order textbooks, teaching materials, and resources for religious education and faith formation classes and activities
2. Coordinate facility usage with parish staff (parish office administrative assistant, school principal, SMG youth minister, etc.)
3. Work closely with finance officers to create and monitor annual religious education budget and collect fees
4. Coordinate Lenten Rice Bowls and Haiti fundraiser, including but not limited to ordering materials, distribution and collecting donations
5. Provide updates and information for the Bulletin and newsletters as needed
6. Work closely with the communication coordinator to share information
7. Assist in planning of parish missions, speakers and special events
8. Assist in ensuring the parish provides a strong Catholic foundation to parishioners
9. Assist in evaluating current programs and brainstorming new ideas
10. Support and help enforce diocesan and parish policies
11. Serve as parish liaison to Formed
12. Serve as parish liaison to the Diocese of Evansville's Office of Faith Formation
13. Attend staff meetings
14. Assist in promoting the mission of the Catholic Church
15. Other job functions as assigned

#### **CONTINUING EDUCATION:**

The coordinator of religious education shall continue his/her education through attendance at appropriate seminars and courses.

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#### **TO LEARN MORE OR TO APPLY:**

Interested candidates should contact Fr. Andrew Thomas [athomas@evdio.org](mailto:athomas@evdio.org).