

Director of Religious Education (DRE)

Part Time Position Available

Position: Under the general supervision of the building principal and priest, the DRE will be responsible for the faith formation and sacramental preparation of students in the school building and weekend program. The DRE serves the Saint Casimir Parish as a liaison of sacramental prep between school and parish in an effort to create unity. The DRE is responsible for addressing the needs of the community by creating programs and experiences that evangelize, foster discipleship, motivate service, and allow for fellowship amongst students. Applicants are to send their resume and letter of interest to Father Eduardo Malagon at xmalagon@aol.com by August 19th.

Qualifications:

1. Degree in Theology or Ministry preferred
2. Excellent interpersonal skills, especially the ability to communicate with parents and staff
3. An attention for details, strong work ethic, and has the ability to multitask between projects
4. Experience working with urban elementary and middle school students and their families
5. Bilingual in oral and written communication

Job Requirements:

- Must be able to sit, stand, walk, reach, bend and lift up to 30 pounds.
- Must be able to give and receive information electronically
- Must be able to communicate successfully and pleasantly with personnel and the public
- Must be able to work cooperatively with others
- Must be able to respond positively to supervision and accept suggestions for improvement
- Must be able to understand and interpret written and verbal instructions
- Must keep accurate and up to date records
- Must comply with state and school regulations, policies and procedures
- Communicate all pertinent information with the school principal
- Any other responsibilities assigned by the Principal or Priest

Sacramental Formation- The DRE should follow the guidelines and regulations of the Diocese of Gary regarding the reception of Sacraments. The DRE will:

- Develop and implement Family Formation Sacrament Preparation Programs for First Reconciliation, First Eucharist, and Confirmation.
- Conduct and lead retreats for parents and children celebrating Eucharist and Reconciliation for the first time.
- Coordinate and/or lead retreat experiences for Confirmation candidates.
- Collaborate with the Music Director regarding sacramental celebrations, appropriate music selections and instructions in the classroom.
- organize and implement faith remediation classes for students in the school building that qualify.
- Organize service projects for students preparing for Sacrament of Confirmation

Catechist Formation:

The supervision of the volunteer catechist shall be the responsibility of the DRE .

- recruit catechist from within the parish and school according to the Diocesan policies
- Work with parish leaders in planning and implementing ongoing programs for catechist formation
- Promote formation programs offered by the Diocese
- Provide orientation and training sessions of new catechist
- Actively encourage catechist certification
- Recommend and provide appropriate resources to catechist to complement weekly and liturgical lessons

Administration and Communication

- While the DRE is accountable to the Principal and the Pastor, there is a necessity for working and communicating with other parish staff, groups and individuals. The DRE will:
- Supervise, on site, all programs and/ or activities
- Attend and participate as an active and engaging member of the parish pastoral team meetings and teacher/faculty meetings when needed.
- Prepare a yearly parish education calendar in conjunction with the master Parish Calendar
- Maintain accurate records and files, including attendance, permanent student records, sacramental records, fees and their collection.
- Communicate with families through weekly parish bulletins and providing necessary information in the monthly school newsletter
- Communicating family activities in conjunction with the liturgical year and with the parish events.
- DRE will organize Evangelization open house and campaign

EMPLOYMENT TERMS: Part-Time Negotiable Salary

EVALUATION: Performance of this job is to be evaluated by the principal and priest in accordance with the job description.