

Our Lady of Perpetual Help

Director of Religious Education/Youth Minister (full-time)

Position: Under the general supervision of the pastor, the DRE/Youth Minister will be responsible for the K-8 religious education program, sacramental preparation of children & youth, the Rite of Christian Initiation of Adults, the coordination of junior high/senior high youth ministry and act as the Safe-Environment Coordinator.

Qualifications:

1. Degree in Theology or Ministry preferred
2. Bilingual in oral and written communication
3. Excellent interpersonal skills, especially the ability to communicate with parishioners and staff
4. An attention for details, strong work ethic, and has the ability to multitask between projects

Elementary Religious Education

Administer this program for approximately 150 children from 90 families

Schedule, enroll, maintain databases, textbooks, budget adherence, collection of tuition, and safety of participants

Recruit and train catechist

Collaborate with the Director of Music for the music component of religious education

Coordinate the Vacation Bible School in connection with St. John Bosco Parish

Coordinate children's participation at weekend Masses (e.g. beginning of year, Advent, Epiphany, grade-level music participation)

Maintain cleanliness of the school building (classroom level floors)

Sacramental Preparation

Coordinate preparation programs for Sacraments of Reconciliation including collection of Baptismal records, parent meeting. Ring Mass

Coordinate preparation program for Sacrament of Eucharist including collection of Baptismal records, parent meeting, family retreat, First Communion Mass and May Crowning

Coordinate preparation program for Confirmation including sacramental records, sponsor verification forms, participation diocesan Graste De rally, 8th grade NET retreat, and Fall Confirmation program

Sacramental Preparation of older elementary age children who have not received Sacraments of Reconciliation and Eucharist

High School-aged youth for Confirmation in conjunction with the RCIA

Coordinate the Adult Confirmation preparation program including advertising, interviewing, and leading catechetical sessions.

RCIA

Coordinate the process of advertising, scheduling, interviewing, of unbaptized adult catechumens, adult candidates for full communion, uncatechized adults and children of catechetical age

Form an RCIA team

Be pastorally attentive to the needs of inquirers, catechumens and candidates

Ensure participation in the Rituals

Facilitate the catechetical instruction

Maintain the database, collection of sacramental records, verification of sponsor information

Youth Ministry

Form youth ministry team responsible for planning, implementing and evaluating ministry to youth

Invite and assist youth into service in parish ministries

Coordinate a summer program junior high (currently, a Tuesday evening –program)

Coordinate youth as ministers in the 10am Mass on the second Sunday of the month

Cooperate with deanery and diocesan youth events

Safe Environment

Ensure adherence to the Diocesan Policy “Sexual Misconduct Toward Minors and Others at Risk”

Implement the Diocesan Safe Environment Plan including the administration of the Virtus Program, the “Touching Safely” Curriculum, and the completion of the annual diocesan audit

General Responsibilities

In general participate at Sunday Eucharist and attend parish functions

Maintain the bulletin board in church highlighting sacraments, religious education, vacation bible school and other appropriate programs/events

Be a member of the Education Commission

Maintain the parish calendar

Maintain the parish website

Assist with the Parish Guidebook

General Employment

The work week is generally 30 hours per week on a year round basis; the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities.

Set office hours are to be maintained on four days of the week

Employee is subject to Personnel Policies and procedures prescribed for the parish and the Diocese of Gary.

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position.

If interested call, email or send resume to:

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