

# Our Lady of Perpetual Help

7132 Arizona Ave. Hammond, IN 46323

## Coordinator of Religious Education (part-time 20 hrs)

Position: Under the general supervision of the pastor, the CRE will be responsible for the K-8 religious education program, sacramental preparation of children & youth, and act as the Safe-Environment Coordinator.

### Qualifications:

1. Degree in Theology, Ministry, or Education 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 ability to multitask between projects

### **Elementary Religious Education**

Administer this program for approximately 150 children from 90 families

Schedule, enroll, maintain databases, order textbooks, collect tuition. adhere to budget, and maintain 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, the reception of the sacrament, and the "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 Grasta De Rally, 8<sup>th</sup> grade NET retreat, and Fall Confirmation program

Coordinate preparation of older elementary age children who have not received Sacraments of Reconciliation and Eucharist

Coordinate the catechetical program and the breaking open of the word for children of catechetical age and collaborate with the Coordinator of the RCIA for their participation in the RCIA process

### **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

### **General Employment**

The work week is generally 20 hours per week for 11 months.

Specific office hours will be determined for at least two days per week

This position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities.

If interested call, email or send resume to:

Our Lady of Perpetual Help Parish, Attn: Robert Meaney

7132 Arizona Ave.

Hammond, IN 46323

email: rmeaney@sbcglobal.net

219-844-3438