

DIOCESE OF CHARLOTTETOWN

Religious Education Coordinator

Overview

The Coordinator shares in and helps carry out the catechetical mission of the church. She/He oversees the functioning of the Religious Education Program offered at the parish by guiding and supporting the Catechists and Helpers.

Activities/Responsibilities

- Seeks catechists/helpers and keeps a list of all volunteers as well as students registered.
- Sends names of new Catechists to the Parish Volunteer Screening Committee.
- Trains, assigns, supervises and evaluates Catechists and all other volunteers.
- Arranges for registration times, calendars, and locations for Religious Education classes.
- Arranges meetings with Catechists on an ongoing basis to plan and offer support.
- Ensures Catechists' lessons are in accordance with parish approved curriculum.
- Responsible for replacement of Catechists in the event of short notice cancellation.
- Collaborates with the Pastor/ Catechetical Committee/ parish staff, integrating his/her own area of responsibility with the overall parish endeavors.
- Responsible for communication with parents/guardians.
- Ensures appropriate materials are available and recommends new purchases to the Pastor.
- Is available for meetings and training on both the Parish and diocesan levels.

Skills, Experience, and Qualifications

- Is a fully initiated adult member of the Catholic Church in good standing.
- Should have experience as a Catechist and some formal training is recommended.
- Is familiar with the teaching methods involved in the coordination and delivery of a Religious Education Program for children.
- Has appropriate leadership, organization, facilitation and relational skills.
- In cases of emergency, knows contacts and/or procedures.
- Needs to be a person of prayer with a helpful, supportive and respectful attitude.
- Is comfortable with accountability and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.

Screening Recommendations

This is a **High Risk** position, needing completion of a Volunteer Information Form, an interview and personal reference checks, and a Vulnerable Sector Criminal Record Check.

This ministry position description generally reflects the Ministry of Religious Education Coordinator currently practiced at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date

Adaptation by the Diocese of Charlottetown May, 2010