

Our Lady of the Cape – Brewster, MA Director of Religious Education (DRE)

Our Lady of the Cape Parish, served by the Missionaries of Our Lady of La Salette is located in Brewster, MA, and is a vibrant community of 3,000 families. Our Lady of the Cape is currently seeking a Director of Religious Education (DRE) working 25 to 30 hours per week. The DRE, in collaboration with the parish pastor, oversees and coordinates the religious education program from kindergarten through tenth grade.

Responsibilities:

- Develop and implement a curriculum and schedule and coordinate across all grade levels. Regularly review curriculum as well as determine ways to better impart the Catholic religion and faith to the parish youth. Coordinate registration, design and implement forms, policies and procedures.
- Recruit, train and supervise teachers and volunteers, and oversee the administrative assistant for the religious education program.
- Manage, maintain and organize materials, equipment and property for the program. Coordinate with maintenance, music ministry and the pastor regarding logistics and materials for the program, masses and special events.
- Implement Diocesan Child Protection Program by integrating curriculum into the program and providing training to staff and volunteers. Ensure all staff and volunteers have a processed CORI and maintain the CORI program.
- Coordinate additional programs and extracurricular activities that enhance the religious education program, but occur outside the regularly scheduled classes.
- Oversee teen group programs, and coordinate and schedule events for these programs.
- Support parents by maintaining methods of communication as well as help foster programs with the Director of Adult & Family Faith Formation.
- Attend pastoral council and staff meetings, as well as diocesan meetings and deanery DRE (Directors of Religious Education) meetings
- Schedule altar servers

Qualifications:

- Practicing Catholic in good standing in the Church
- Bachelor Degree in Religious Education or equivalent
- Comprehensive knowledge of Roman Catholic teachings, religious rites, ceremonies and traditions
- Good interpersonal and communication skills with children and parents
- Good organizational, supervisory, and technology skills

Our Lady of the Cape offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager;
E-mail: mbertoldi@dioc-fr.org; Mail: 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer