

Director of Religious Education

This position will be overseeing vibrant and very active programs at St. John the Baptist in Westport. This position, scheduled for approximately 25 hours per week plus some additional time needed for special events and retreats, is a wonderful opportunity for Ministry within the St. John's Parish Community. The DRE must be a practicing Catholic, in good standing with the Church, and a person of prayer who is committed to the authentic teaching of the Catholic faith.

The DRE reports directly to our pastors. As a member of the parish staff, the DRE works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators. Specific details about the position follow.

Parish Religious Education Program

The Primary Responsibility of the DRE is to administer the Parish Religious Education Program for the approximately 250 students. This includes:

- Overseeing the development of the Religious Education Program for grades K-10 in conformity with the guidelines of the Office of Faith Formation of the Diocese of Fall River.
- Scheduling the classes and/or any programs that coincide with the classes
- Providing access and inclusion for children with special needs
- Researching and requisitioning resources (text books, AV, etc.)
- Ensuring that Safe Environment requirements, policies and mandates are followed
- Coordinating CORIs for all staff and Volunteers
- Meeting with the Pastors routinely to discuss the program
- Recruiting and orienting catechists

Sacramental Program

The DRE oversees the coordination and sacramental preparation of the school-age candidates, who attend our program or a catholic school. Details include:

- Scheduling the dates of First Penance, First Holy Communion and Confirmation.
- Coordinating sacramental meetings for the parents
- Scheduling any and all retreats associated with the Sacramental Year
- Preparing the liturgy for the Sacraments
- Scheduling Advent and Lenten Penance Services

Skills and Qualifications

- Previous faith formation and catechetical experience
- Education in Theology or Religious Studies is preferred
- A practicing catholic in good standing with the Church
- Excellent communication skills
- Public speaking
- Computer skills including familiarity with MS Office and religious education programs
- Familiarity with virtual learning tools and techniques

Please send cover letter and resume to: the Pastor, St. John the Baptist Catholic Church, PO Box 3328, Westport, MA 02790 or via email to stjb@sprintout.net.

Equal Opportunity Employer