

# *Saint Theresa of the Child Jesus Church*

*18 Baltic Street  
Attleboro, MA 02703*

## **Director of Religious Education**

The Director of Religious Education (DRE) is responsible for the development, organization, and administration of the specified areas of religious education and Catholic formation program in fulfillment of the catechetical mission of our parish in cooperation with the pastor, parish staff, volunteer Catechists, parishioners, and the Diocese of Fall River. The DRE must be a practicing Catholic and in good standing with the Church.

The DRE is a part-time position at St. Theresa of the Child Jesus. This position is approximately 15 hours a week plus some additional time for special events and retreats. Sundays are a required during scheduled program times. Flexibility to schedule and hold meetings with volunteers, parishioners, and parents on nights and weekends. Possible one week summer session under the discretion of the pastor.

## **Parish Religious Education Program Duties**

- Overseeing the development of the Religious Education program for Grades 1-9 with the guidelines of the Office of Faith Formation of the Diocese of Fall River
- Create calendar of events, programs, and classes each year
- Paper and electronic mailers for registration in early spring and welcome packets in August
- Scheduling classes and/or any programs that coincide with the classes
- Providing access and inclusion for children with special needs
- Researching and purchasing resources for programs
- Design curriculum for grades 1-9
- Track attendance for all grades and programs
- Update student forms as needed including Sacrament information
- Ensuring that Safe Environment requirements, policies, and mandates are followed
- Implement Circle of Grace (Safe Environment Curriculum) from the diocese
- Meeting with pastor routinely to discuss the program
- Recruit and train catechists as well as hold a meeting prior the program start
- Regular communication with families and parents through email, phone, Facebook, Remind, paper copies, website, and in person meetings
- Provide program, resources, and check ins for families who choose to home school their children

## **Sacramental Years Duties**

- Scheduling the dates of First Reconciliation, First Holy Communion, and Confirmation
- Coordinating sacramental meetings/workshops for parents and sponsors
- Scheduling and planning retreats for First Communion and Confirmation years
- Prepare and plan for the Sacraments such as ordering flowers, creating programs and certificates.
- Scheduling Penance for Confirmation Candidates

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- Schedule and run rehearsal for First Communion
- Schedule and attend rehearsal under the guidance of the pastor for Confirmation.
- Attend monthly First Communion Masses as well as Masses for Confirmation Candidates
- Oversee student volunteer hours for Confirmation I and II as well as Mass attendance
- Document and update Sacramental records for First Communion and Confirmation
- Create cards for Confirmation candidates and after recording the Sacrament, mail to church of Baptism

**Additional Duties**

- Coordinate CORIs for all Staff and Volunteers in accordance with Diocese guidance
- Updating the Fall River Diocese compliance reports
- Attending deanery or Diocese meetings

**Skills and Qualifications**

- Previous faith formation and catechetical experience
- Bachelor's degree in Theology/Religious Studies or a related educational field preferred
- A practicing catholic in good standing with the Church
- Excellent communication skills
- Public speaking
- Computer skills including familiarity with Microsoft Office

Please submit your cover letter and resume to: Rev. Jon-Paul Gallant, Pastor, St. Theresa of the Child Jesus Parish, e-mail: [sttcj@aol.com](mailto:sttcj@aol.com) or 18 Baltic Street, South Attleboro, MA 02703