

DIOCESE OF FALL RIVER
Saint Francis Xavier Parish, Acushnet

JOB TITLE: Director of Religious Education

REPORTS TO: Pastor/Administrator

HOURS: 10-15 hours per week

PERSONNEL SUPERVISED: Volunteer catechists

POSITION FUNCTION: The Director works with the clergy, school, and other parties at St. Francis Xavier Parish to see that formal religious education and formation happen in the parish. This is accomplished through specific programs and in collaboration with the diocesan office.

JOB OPERATION/ELEMENTS

Job Duties:

SACRAMENTAL PROGRAM

- Develop goals and objectives for the religious instruction of those registered in sacramental program: First Penance, First Eucharist, and Confirmation.
- Organize and implement Days of Reflection for parents and students enrolled in sacramental program: First Penance and First Eucharist.
- Organize and implement Sponsor Day for sponsors and students enrolled in sacramental program: Confirmation.
- Organize and implement retreats for Level 8 (Conf.1) and Level 9 (Conf.2).
- Assist parish priest in planning and implementing the sacramental celebration for students in First Penance, First Eucharist and Confirmation. (Rehearsals, Liturgies, etc.)
- Make sure all requirements are met for the Sacrament of Confirmation for each candidate.

OVERALL PROGRAM

- Be responsible for the religious formation of youth registered in programs.
- Provide qualified volunteer Catechists/aides to instruct the youth in programs.
- Attempt to be physically present – as calendar permits – for classes and scheduled activities (service hours, retreats) for all levels, assigning a replacement when needed.
- Be responsible for taking proper precautions for the safety of all youth and personnel in catechetical program while on grounds or in classrooms, including CORI Training, implementing Safe Environment Curriculum and fire drills as needed.
- Administers the finances of catechetical program.
- Submits for priest's approval details and cost of new purchases for resources.

- Attends scheduled parish council meetings and provide annual report of program.

SECRETARIAL DUTIES

- Keep updated inventory of all materials and resources.
- Keep current attendance records.
- Maintain current sacrament records for parish Sacramental Record Book – recording appropriate information after Sacraments have been celebrated.
- Keep updated files of volunteer Catechists, aides and students.
- Responsible for the scheduling of all classes for all programs as well as publishing that data; master parish calendar (online), bulletin section, print calendar.
- Schedules seasonal adoration hour for each grade level.
- Prepares registration forms and keeps current records of families and students in Gabriel Formation Program.
- Fills out all official reports to the Diocesan Chancery when needed for Sacramental information.

REQUIREMENTS

EDUCATION:

- Master's Degree in Faith Formation or Theology, or Education or the equivalent;

EXPERIENCE:

- Practicing Catholic and fidelity to Church teaching;
- Demonstrated leadership in a parish or diocesan program of Faith Formation, school or institution or the equivalent;
- Demonstrated experience in appropriate computer technology skills;
- Excellent interpersonal skills and proven ability in oral and written communication;
- Familiarity with Scripture and basic Church documents regarding catechesis and evangelization

WORK ENVIRONMENT/CONDITIONS:

- The work of the Director of Faith Formation will be conducted in an office and classroom environment

Please submit your inquiries to Rev. Ryan Healy, Administrator, St. Francis Xavier Parish. Email: rjh@sfxparish.com; Parish Phone: (508)-995-7600; Mail: 125 Main Street, Acushnet, MA, 02743