

Director of Religious Education Queen of All Saints Basilica, Chicago, IL

The Director of Religious Education serves the parish mission of evangelization and catechesis through relationships and programs which foster growth in faith, enhance ecclesial belonging and offer outreach opportunities. The Director of Religious Education reports to the Pastor and is a member of the parish pastoral staff.

This is a full-time (40 hour) exempt position. Evening and weekend hours are to be expected. Salary is commensurate with level of education and experience according to the scale of the Archdiocese of Chicago.

Qualifications:

- Practicing Roman Catholic in good standing in his/her parish
- Masters Degree in Religious Education, Theology, or Pastoral Studies preferred
- Five years experience in Parish Catechetical Ministry preferred
- Knowledge of catechetical curricula and available resources
- Strong interpersonal and organizational skills and the ability to work collaboratively with the parish staff, especially the Youth Minister, QAS school principal
- Effective written and oral communication skills for work with parents, catechists, teachers, administration, parish staff
- Strong public speaking skills
- Working knowledge of Microsoft Office software and internet

Major Responsibilities:

- Manages the planning, implementation, and evaluation of preschool through Grade 8, and adult faith formation programs
- Supervises Religious Education administrative support staff
- Supervises the Youth Minister and oversees the Youth Ministry program
- Recruits, orients, supervises and evaluates the catechists and catechetical staff
- Assures background checks for all RE staff and volunteers
- Provides for the ongoing faith formation of catechists and peer ministers
- Provides and/or facilitates sharing of ideas for effective sessions among catechists/teachers
- In collaboration with the pastor, principal, and Youth Minister, researches, recommends and selects curriculum materials for all programs and orders, distributes, and cares for all instructional materials and equipment for RE and School
- Oversees the administration of grades Preschool-8 religious education programs including budgeting, record keeping, and implementation of diocesan and parish policies
- Convenes and consults with the Religious Education Advisory Board
- Engages parents in the religious education programs and offers parent meetings
- Serves as staff liaison and resource to the QAS Parent Association
- Attends weekly staff meetings and archdiocesan cluster meetings and events as possible

Sacramental Catechesis:

- Plans, prepares, coordinates and oversees all parish sacramental programs
- Compiles and maintains all records of students and sacraments for RE and School
- Coordinates First Sacraments preparation, RCIA for Children of Catechetical Age, and Confirmation preparation for Grade 8 and High School including parent/sponsor meetings
- Collaborates with parish staff to prepare sacramental celebrations
- Coordinates and records Confirmation Works of Mercy/Service opportunities
- Coordinates Confirmation Day of the Spirit

Other Responsibilities:

- Prepares and coordinates liturgical celebrations, daily school age Masses, Family Mass and calendars these with principal and other parish ministries
- Organizes with Principal ongoing catechetical and faith formation for the faculty
- Coordinates the Children's Liturgy of the of the Word program
- Coordinates Vacation Bible Camp

Applications due on or before February 17, 2017.

Interviews begin February 27, 2017.

Submit application including:

Cover letter

Resume

Three references and reference contact information

Send via email to: ceipers@qasparish.org

Send via post to: DRE Search Committee
Queen of All Saints Parish
6280 N. Sauganash Ave.
Chicago, IL 60646