

**ARCHDIOCESE OF CHICAGO**  
**Saint Nicholas Church**  
**Evanston, IL**  
**JOB DESCRIPTION**

**Title:** Director of Religious Education

**Reports To:** Pastor

**Direct Reports:** Coordinator of Religious Education (Saturday Spanish Program)

**Collaborates with:** Principal, Director of Youth and Young Adult Ministry, Liturgy Committee

**Date:** February 15, 2019

**Parish Description**

Saint Nicholas Church in Evanston, Illinois is seeking a full-time Director of Religious Education (DRE). St. Nicholas is a diverse, dynamic, multi-ethnic community of over sixteen hundred (1600) families. The St Nicholas Parish Mission statement guides all our work: *We are the Body of Christ at St. Nicholas. Grounded in our diversity, we gather for worship, cherish the traditions of our Catholic faith, witness to the Gospel of Jesus, minister to others, and live as Christians in the world.*

**Director of Religious Education**

**Role**

The Director of Religious Education has the responsibility for direction and formation of the parish catechetical volunteers in accordance with policies and guidelines for religious education in the Archdiocese of Chicago.

The DRE is a member of the parish staff and participates in staff meetings. The DRE is expected to attend deanery meetings of Directors of Religious Education. The DRE is encouraged to participate in archdiocesan meetings, conferences, and other events for Directors of Religious Education.

The DRE at St. Nicholas is expected to work with parish leaders and members to bring out their ministerial strengths, to direct and develop leaders and teams in areas where our ministry can be supplemented, to advise and coach in those many areas where our ministry is vibrant and robust. The DRE must respect and be prepared to gain a deep understanding of the history of our parish and especially of the Mexican, Haitian and Filipino cultures which bring wonderful richness to our spirituality and a unique depth to our liturgical life.

Additionally, St. Nicholas Parish believes that parents and families are the primary source of religious education, as what we can accomplish for an hour on Saturday or Sunday must only supplement and give structure to what parents/families do throughout the weeks and years of their children's/family members' education. Thus, the DRE must constantly seek and support families in promoting and delivering religious education in the home.

## **General Responsibilities**

Provides opportunities for catechesis for all members of the parish.

Directs the following faith formation ministries:

- Religious education program with 50+ catechists working with over 500 students (grades preK-12), in both English and Spanish language programs. For Spanish language program, works with Coordinator of Religious Education.
- Sacramental preparation for Eucharist, Reconciliation, and Confirmation in collaboration with the pastor, principal and volunteers.
- Rite of Christian Initiation of Adults and Children (RCIA and RCIC)
- Adult Faith Education and Family Faith Formation
- Coordinate with SPRED program director and assist in home faith formation.
- Supports and works with the Director of Youth Ministry.

Leads marketing, outreach and communication for St. Nicholas' Religious Education activities, including preparing announcements and bulletin articles, updating Religious Education content on the parish website and social media pages and other platforms.

Maintains accurate and detailed records on enrollment, attendance and sacramental achievement; produce mailings; and conduct other administrative duties using current parish databases and developing new/enhanced methods as appropriate.

Establishes a parish Faith Formation Advisory Board.

Ensures the adequate supervision and safety of minors, through compliance of the guidelines for Protecting God's Children, in accordance with the Archdiocese of Chicago policies.

Prepares an annual budget for parish religious education and faith formation in collaboration with Pastor and Finance Council.

## **Specific Responsibilities**

- Recruits personnel and provides regular evaluation for the English speaking children's religious education programs. Including, leading and supporting catechists and volunteers.
- Registering catechists on the Archdiocese of Chicago's Catechist Certification program.
- Provides programs for the catechists in continuing methodology, theology and spiritual formation.
- Develops and directs the curriculum of study to be used in the parish programs in collaboration with the catechetical staff and other appropriate staff members.
- Coordinates with parish members active in education, responding to newly perceived needs, researching and implementing new projects.
- Seeks and implements all levels of faith formation.
- Works with the liturgy committee of the parish and with catechists to develop liturgies and prayer services.
- Serves as the liaison between the Archdiocesan Office for Religious Education and the staff.
- Delegates responsibility for particular segments of the catechetical program to appropriate parish leaders and volunteers.
- Develops teachers and volunteer leaders to implement all Religious Education programs.

### **Minimum Formation and Education Requirements:**

- Three years' experience as a Director of Religious Education or its equivalent.
- Practicing Catholic with solid grounding in Catholic identity and the faith tradition.
- Bachelor's Degree in Theology, Ministry, Pastoral Studies, Faith Formation or similar field.
- Certified Director of Religious Education
- Fluent in English and Spanish.

### **Preferred Additional Competencies:**

- Master's Degree in Theology, Ministry, Pastoral Studies, Faith Formation or similar field.

### **Skills:**

- Exceptional communication skills.
- Understanding of multi-cultural and multi-ethnic expressions of the Catholic faith.
- Commitment to collaboration and teamwork among clergy, staff, volunteers, and groupings within the Archdiocese of Chicago.
- Facility with technology (Microsoft Office, parish databases, and social media).

### **Ability to:**

- Model and share the spirit of Jesus in one's life and promote the universal Church and its global mission so that all prayer and ministerial activity flow from that mission.
- Form and nurture a community of volunteers through encounter, accompaniment and sending forth.
- Lead and work with diverse groups and a strong, active volunteer community.
- Imaginatively use numerous formats for the communication and experience of a lived and explicit faith: in classrooms, retreat settings, worship events, small faith communities, service initiatives, etc.

## **How to Apply:**

Interested applicants should send a cover letter and resume to [DRESearch@nickchurch.org](mailto:DRESearch@nickchurch.org). Please consider addressing the following in the cover letter:

- Provide additional background and explanation of your qualifications and reasons for seeking the position of DRE at St. Nicholas.
- What is your understanding of Church (ecclesiology), and how do you envision working within a diverse community where volunteer/lay leadership is co-equal with paid staff/leadership?

Full-time employees of St. Nicholas Parish partake in the Archdiocese of Chicago employee benefits. Details are available at <http://hr.archchicago.org/>.