



## Job Description

<b>Job Title:</b>	Director of Religious Education
<b>Reports To:</b>	Pastor
<b>FLSA Status:</b>	Exempt
<b>Date:</b>	April 2021

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### Position Summary

Our Lady of the Lakes Parish is looking for a D.R.E., who is familiar with the Renew My Church initiative. The D.R.E. position is being changed in the Chicago Archdiocese and will eventually expand into a Director of Lifelong Formation. As the title indicates it will ultimately engage adolescents and adults as well. The immediate need of the parish is the religious education of children, however, the eventual goal is for the Lifelong Formation Director to be concerned with catechetical formation of adults.

### Responsibilities

- Energize faith community through structured religious education (RE) program for kindergarten through 8<sup>th</sup> grade.
- Develop and implement young adult faith-based activities commensurate with their generational perspective.
- Provide a welcoming attitude to all who seek to learn about Christ and the Catholic faith.
- Provide formation and education of catechists leading to archdiocesan certification.
- Oversee and support Catechists.
- Utilize existing parish records such as baptismal record and parishioner registrations for continuous marketing and communication efforts.
- Communicate monthly with RE parents and parish regarding RE program.
- Aid in planning sacramental liturgies with Pastor, Principal, Liturgical Committee and Music Director.

### Requirements

- Commitment to Gospel values and teachings of the Catholic Church.
- Enthusiastic support of parish's Catholic educational mission.
- BS or BA in Religious Studies, Theology, Pastoral Studies or other related field relevant to position or commensurate experience.
- Minimum of 3 years teaching or coordinating faith formation programs, however, individuals who meet the educational requirements will be considered even if they lack the teaching experience.
- Archdiocesan Catechist Certification or willingness to seek Certificate.
- Excellent organizational and time management competencies.



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- Strong verbal and written communications, organizational, multi-tasking and interpersonal skills.
- Ability to work in team environment and has a “Service Mindset” when working with others.
- Demonstrated knowledge of Microsoft and database products.
- Available to work evenings and weekends, when necessary.

**Physical and Mental Requirements**

Action	Percent of time action is required		
	0 – 24%	25 –49%	50 – 100%
Seeing / Comprehension			<b>X</b>
Hearing / Speaking			<b>X</b>
Walking/Standing	<b>X</b>		
Climbing/Stooping/Kneeling	<b>X</b>		
Hand/Finger Dexterity			<b>X</b>

The above chart indicates the approximate amount of time the employee will be required to use each of these abilities.