

Job Title – Director of Religious Education

Hours- Part-time (Approximately 12 hours per week, unbenefited. Additional hours possible if interested in encouraging discipleship for teens through the development of a Parish Youth Ministry Program)

Parish- St. Mary Magdalene Catholic Church
127 S. Briggs Street
Joliet, Il 60433

Start a Great Career with a Great Purpose!

As a parish we will focus on several areas: Our Worship as a people of faith; Continuing to build a Community of believers; Evangelizing and outreach to new members; A Sensitivity to the needs of the poor and suffering; and a Shared Responsibility to support the financial obligations of our parish. We are recognized as a parish of choice!

In this role, You will...

- Coordinate and provide administrative oversight for First through Eighth Grade Religions Education Program
- Assist in sacrament preparation, catechist formation and recruitment, volunteers, budgeting, & recordkeeping
- Assist in the catechumenate process for children of catechetical age
- Other duties as assigned

Required

- A degree in Religious Studies, Catechetics, Elementary Education or a comparable area of studies is preferred
- Ability to develop and maintain a comprehensive catechetical program for school age children
- Proficient in technology and Microsoft Office
- Strong organizational and communication skills
- Works well with families, the parish community, and the parish staff
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet

If interested in this amazing opportunity, please send a resume to Fr. Chris Groh at magdalenechurch@aol.com.