

We are looking for an experienced Director of Religious Education to join our thriving parish team. St. Francis de Sales is located in beautiful downtown Lake Geneva. Our parish and school community are closely connected and are a large part of the Lake Geneva community. We are looking for a candidate with strong experience in leadership, administration, coordination, and education and/or enhancement programs for the faith formation of youth and young adult in relationship to the vision of the Second Vatican Council. This position will manage sacrament preparation and will work closely with our pastor for sacramental liturgies. If you are looking for a family friendly environment in a growing parish and school, we need you to join our team.

- **Coordinates 5K-12 sacramental & religious education.**
- **Directs the operation of the respective direct reports, e.g., schedules, supervises, and evaluates staff.**
- **Coordinates and provides initial and ongoing formation of ministries in the area of catechesis and evangelization.**
  - **Recruit (new and existing), screen, train, enrich, and recognize catechists and volunteers.**
  - **Ensures catechists are certified according to the Archdiocese of Milwaukee guidelines.**
  - **Meets regularly with catechist and volunteer teams, e.g., spiritual formation/training workshops, retreats, evenings of prayer, meetings, and rehearsals.**
  - **Have a written catechist and volunteer schedule with backups.**
- **Budget and expenses:**
  - **Prepares annual budget.**
  - **Monthly monitor expenses and revenues.**
  - **Authorizes respective expenditures within the approved budget.**
- **Attends staff meetings. Attends other meetings at the request of the Pastor/Parish Administrator/supervisor.**
- **Acts as a resource (not member) for Pastoral Council, Formation Committee, and the Board of Education/Education Committee.**

**Faith Formation:**

**Collaboration & Engagement:**

- **Collaborates with the Pastor/Priest to manifest the vision for catechetical and sacramental life of the parish.**
  - **Fosters parishioner participation in faith formation, evangelization, and stewardship.**
- **Provides opportunities for parent engagement and dialog to strengthen their role as faith leaders in their child's life and to the community at large.**
- **Provides opportunities for youth and/or young faith formation education, adult gatherings, prayer experiences, social events, retreats and community engagement.**
  - **Provides programs and faith building activities for parishioners in all stages of family life, e.g., marriage preparation, family life, support for the separated, divorced, widowed, and remarried.**
  - **Forms, develops, and taps into advisory faith formation committees to gain feedback on the faith formation experience for continuous improvement.**

#### **Programs:**

- **Directs faith formation programs from child to adults, e.g., faith formation and sacramental preparation programs beginning with first graders with First Communion and ending with the completion of the High School Confirmation Program.**
- **Implements the policies of the Archdiocese of Milwaukee for catechesis, evangelization, and stewardship.**
- **Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines.**
- **Maintains accurate records in a timely basis, e.g., attendance, sacrament, etc.**
- **Provides continued support for new and existing catechists by being present before, during, and after classes.**
- **Assures supervision of minors while on parish/school grounds for catechetical activities.**
- **Effectively manages student behavior and works with parents.**
- **Plan and coordinate practice(s)/rehearsals.**
- **Ensures copyright and licensing requirement permissions.**
- **Orders and maintains inventory faith formation materials and supplies.**

## **Evangelization**

- Welcomes, educates, spiritually enriches and grows the parish community via new and existing programs.
- Create, design, and implement a Welcome/Welcome Back plan for new, passive, or inactive parishioners.
- Responds to inquiries of those interested in the Catholic faith.
- Oversee new parishioner registration process.
- Develops and implements opportunities of engagement for new, passive, or inactive parishioners. This involves tapping into other parish programs and creating opportunities of connection for new comers.
- Promotes evangelization programs and educational opportunities for parish evangelists and evangelization committee.

## **Communications:**

- Serves as a link for parishioners, parents, parish and school staff, and catechist/volunteers regarding faith formation.
- Schedules events and respective calendars.
- Create a dynamic image through parish communication vehicles.
- Create media releases and develop social media programs that engage and encourage involvement.

## **Other:**

- Works with employees in the area of liturgy and music for liturgical celebrations and to integration into the Saturday/Sunday Masses.
- Collaborates with the principal to be present and united with parish catechesis.
- Visibly engaged at principle parish events.
- Fosters positive public relations in and outside the parish/school.
- Creates operating procedures for each aspect of the position.
- Attends respective Archdiocesan and Deanery workshops/programs, as needed.
- Other duties as assigned.

Qualifications

**Knowledge:**