Position: Director of Religious Education

Agency: St. Scholastica Catholic Church, Woodridge, IL

Work Schedule: Part-time non-benefitted 29-hour a week position (requires some evening and weekend work). Full-Time, benefited position is a consideration if willing to take on our RCIA and Adult Faith Formation programs.

Duties & Responsibilities

- Management of religious education programming for grades 1-7, Sacrament
 - o preparation for First Reconciliation and First Eucharist (including St. Scholastica School and children beyond normal sacrament age).
- Oversee Children's Liturgy of the Word and collaboration on other parish activities.
- Participate regularly at parish staff meetings.
- Prepare Religious Education budget in cooperation with business manager and parish finance committee.
- Recruit catechists and provide training to increase their catechetical knowledge and classroom skills.
- Enlist the help of volunteers for RE office assistance, classroom assistance, Children's Liturgy of the Word and whatever events require additional help.
- Communicating with parents an understanding of the importance of ongoing parental involvement and support in the faith formation of their children.
 - Offer faith enrichment opportunities for parents/families.
- Professionally evaluate and update skills by attending workshops/enrichment events, participate in deanery meetings and participate annually in retreat/spiritual renewal.

Qualifications

- A degree in education, theology or a related field is not required but helpful.
- Experience in parish religious education and a collaborative approach with good communication and computer skills are necessary.
- Proven participation and continuing updating of the Safe Environment Program sponsored through the Diocese of Joliet
- 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.

If interested in this amazing opportunity, please send a cover letter and resume to Jean Palasz at jpalasz@stscholasticaparish.org.