

Holy Spirit Roman Catholic Parish Tempe
Employment Opportunity
Director of Religious Education and Formation
Job Description

Essential Functions of the Director of Religious Education are:

The Director of Religious Education administrates a parish catechetical program and provides leadership to assist the parish community in building a solid foundation of catechetical ministry.

Job Duties

- A. Supervisory
 - 1. Identifies and supports the training for catechists at each grade level

- B. Staff Responsibilities
 - 1. Works with Volunteer Assistant Coordinators to integrate the total parish religious education program

- C. Responsibility for Quantifiable Measures
 - 1. The Director of Religious Education is responsible for submitting/overseeing annual RE Budget

Qualifications

- A. Skills, Knowledge and/or abilities
 - 1. Demonstrates capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills
 - 2. Participates in ongoing formation and educational opportunities to keep current on trends in catechetical ministry
 - 3. Must be an active member, in good standing, of the Roman Catholic Church

- B. Education, Training and/or Experience
 - 1. BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning
 - 2. Proven participation and continuing updating of the Safe Environment Program sponsored through the diocese

Knowledge, Skills and Abilities

Education: Requires a bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent.

Submit cover letter and resume to Sharon Wirtz at swirtz@holyspirit-tempe-az.org

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