

Religious Education Coordinator Position Description

Summary

Reporting to the Pastor, the Religious Education Coordinator assists in carrying out the ongoing catechetical mission of the Parish.

Basic Position Description

To facilitate parish support for parents in the faith formation of their children.

Duties and Responsibilities

- Oversee planning and delivery of religious education for children, including preparation for reception and celebration of first sacraments and other special events using resources approved by the Bishop.
- Liaise with the parish office and (if applicable) local Catholic school in preparing children and families for celebration of first sacraments at the parish.
- Purchase supplies for the program as required.
- In cooperation with the Pastor, recruit, train, assign, supervise and evaluate volunteer catechists.
- Always Ensure adequate supervision of children; arranging substitute catechists or teaching assistants when necessary.
- Calendar catechetical sessions, including special events and general assemblies, and communicate to all relevant parties including pastor, parish office, relevant parish ministries, facilities, (Catholic school), catechists, and families.
- Arrange suitable learning environments and ensure parish or school buildings are unlocked before catechism and locked afterward.
- Conduct meetings and communicate regularly with parents and catechists.
- Liaise with the diocesan Office of Faith Formation, attend Religious Education Coordinator meetings, and respond to requests for information as required.
- Ensure the safety of all participants before, during, and after scheduled events and gatherings; confirm all catechists comply with the *Safe Environment Policy*.
- Maintain and secure contact lists, enrollment, and other confidential information in compliance with the provincial *Personal Information Protection Act*.
- Communicate sacraments and family information to the parish secretary/pastor for maintenance of the parish register/DDMS.
- Wherever possible, nurture positive connections to pastor and parish community through frequent personal interactions with children and families.
- Other duties as required or assigned by the Pastor.