



## Archdiocese of Regina

### **RELIGIOUS EDUCATION COORDINATOR**

#### **Overview**

The Coordinator shares in and helps carry out the catechetical mission of the church. She/He oversees the functioning of the Religious Education Program offered at the parish by guiding and supporting the Catechists. In a systemic way, the Coordinator passes on the Word of God to children and youth through instruction and as a living witness of the faith.

#### **Activities/Responsibilities**

- Maintains contact list of parish Religious Education Catechists.
- Ensures any changes in the list of Catechists are communicated promptly to the Parish Volunteer Screening Committee.
- Is responsible for recruiting Catechists and all other Religious Education Program volunteers.
- Trains, supervises and evaluates Catechists and all other volunteers.
- Assigns Catechists to appropriate classes.
- Arranges locations for the catechetical lessons.
- Meets with Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Ensures Catechists' lessons are in accordance with parish-approved curriculum.
- Is responsible for replacement of Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar and events for the school year.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

<p><b>Other specifics:</b></p> <hr/> <hr/> <hr/> <hr/>
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**Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Should have experience as a Catechist.
- Formal training is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of the Religious Education Program for children.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

*(The following description may be of assistance to those considering this position)*

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

### **Orientation and Training**

- Standard parish orientation program and Religious Education Coordinator training provided by the incumbent Coordinator or the Archdiocese of Regina.

### **Participant Group**

- Religious Education Catechists & volunteers, children, parents/guardians and other leaders within the parish community.

### **Support, Supervision, and Evaluation**

- The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry**

- \_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to children's spiritual development.
- Will further develop leadership, training and facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of \_\_\_\_\_ hours per week or \_\_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a High security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

<b>This ministry position description accurately reflects the Ministry of Religious</b>	
<b>Education Coordinator currently practiced at _____</b>	
<b>Parish.</b>	<b>(Parish Name)</b>
_____	
Parish Volunteer Screening Committee	
_____	
Pastor or Designate	Date

**Prepared by the Archdiocese of Regina**  
*Adapted from the Archdiocese of Toronto*