

Director of Religious Education

Holy Family Catholic Church

Missouri City, TX

Summary:

Holy Family Catholic Church is seeking a full-time Director of Religious Education (DRE). The (DRE) is responsible for the ongoing development and implementation of various education programs and objectives established by the parish. The DRE will oversee and professionally manage faith formation education programs and activities of all levels including elementary, middle school, high school, and adults. The DRE will oversee the CCE Office's ongoing education programs, sacramental programs, Rite of Christian Initiation of Adults, children with special needs programs, vacation religious programs, Sunday liturgy-of-the-word, and adult faith formation and education activities. The DRE will work closely with other key directors to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings. This position will report directly to the Pastor.

Key responsibilities:

- ✓ Develop comprehensive curriculums for each age segment according to our Archdiocesan Catechetical Frame Work, identifying and achieving agreed upon learning objectives.
- ✓ Develop and administer an annual budget in collaboration with the Pastor and Business Manager.
- ✓ Plan and implement weekly programs and events with a core team of staff and volunteers.
- ✓ Plan and implement retreats.
- ✓ Oversee and supervise all instructors and facilitators, volunteers and paid staff, to ensure each is delivering quality instruction and learning.
- ✓ Provide periodic spiritual enrichment and community building experiences.

Requirements and Experience:

- ✓ Must be an active Catholic in good standing with the Church and an active visible member of a parish community.
- ✓ Must have an undergraduate degree in theology, religious education, religious studies, or related field from an accredited Catholic university.
- ✓ Minimum of two years' experience preferred as a Director of Religious Education at a Catholic parish or three preferred years' experience as an Assistant Director of Religious Education.
- ✓ Must be well versed in Catholic teachings and theology.
- ✓ Must have excellent organization and communication skills.
- ✓ Intermediate to advanced proficiency levels in Excel, Word, and PowerPoint software.
- ✓ Must have been in an administrative position requiring planning, budgeting, resource allocation, and goal setting.
- ✓ Must have the demonstrated abilities to motivate and dialogue with youth and parents.
- ✓ Must have the demonstrated abilities to work effectively in teams and other staff members.
- ✓ Must be current in Safe Environment training compliance or must obtain confirmation that the training has been successfully completed within 30 days of their hire date.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to information@holyfamilychurch.us with "Director of Religious Education" in the subject line.