

**Job Title:** Director of Religious Education  
**Reports To:** Pastor  
**Position:** Part-time, Unbenefited, 29-hours per week, with Full-time/Benefits Potential  
some weekend and evening hours required  
**Parish:** St. Joseph Parish Manhattan, IL

### **Start a Great Career with a Great Purpose!**

St. Joseph Parish is responsible for the mission of forming disciples of Jesus Christ in our area. We are situated in a rapidly growing community with an abundance of young families and children of catechetical age. The parish has a long history, but also a young and vibrant spirit. Therefore, the parish is looking for a person of apostolic zeal and great competence to fill this position. A clear love of God and the Catholic Faith are necessary to be considered to join our parish staff. Additionally, excellence in communication, collaboration, and organization is required. Beyond these prerequisites, we are seeking a person with vision and creativity who is free from the notion that religious education must be done using the model of previous years. At St. Joseph, we want to maximize the effectiveness of our time and resources by focusing on the desired outcome of our program: making disciples. Someone who can propose and execute more fruitful ways of faith formation and catechesis will be encouraged and empowered.

### **In this role, you will ...**

- Manage the religious education programming for grades K-8.
  - Sacramental preparation for First Reconciliation and First Holy Communion and Confirmation.
- Recruit catechists and provide training to increase their catechetical knowledge and classroom skills.
- Enlist the help of volunteers for classroom assistance and RE events.
- Communicate with parents about program policy, logistics, events, and the mission of faith formation.
- Professionally evaluate and update skills by attending workshops/enrichment events, participate in deanery meetings and participate annually in retreat/spiritual renewal.
- Participate regularly at parish staff meetings.
- Prepare Religious Education budget in cooperation with business manager.
- Additional duties and responsibilities as assigned.

### **Preferred Qualifications...**

- A degree in education, theology or a related field is not required but helpful.
- Experience in parish ministry and computer skills.
- Proven participation and continuing updating of the Safe Environment Program of the Diocese of Joliet.
- Since this is a ministerial position, 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, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet.

### **Work Schedule**

Part-time, no benefits, 29-hour work week, some evening and weekend hours are required. This position can become a full-time, benefited position if the applicant is willing to serve as parish youth minister and/or play a role in faith formation within the parish elementary school.

*If interested in this opportunity to form the faith of the next generation and direct them towards Heaven, please send a cover letter and resume to Fr. Michael McMahon at [mmcmahon@sjpmanhattan.org](mailto:mmcmahon@sjpmanhattan.org).*