

Job Title: Director of Religious Education
Reports to: Pastor
Position: Part-time, Unbenefited, 29 hours per week. Evening and some weekend hours are required. Potential to be a Full Time/ Benefited position.
Parish: St. James the Apostle, Glen Ellyn

Description:

St. James the Apostle Catholic Church strives to renew ALL things in Christ. Which includes our commitment towards renewal and evangelization. We are a typical suburban parish with a parochial grade school and a religious education program. At this time, the RE program operates under a traditional model with classes during the weekday evenings. We are 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 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 open to the concept of revitalizing our religious education program. At St. James, we strive to maximize the effectiveness of our time and resources by focusing on the desired outcome of our program: renewal. A person who can propose and execute more fruitful ways to provide faith formation, evangelization and catechesis, will be supported and empowered.

This role includes:

- Manage all aspects of religious education programming for grades 1-8, in coordination with the Diocese of Joliet.
- Sacramental Preparation for First Reconciliation, First Holy Communion and Confirmation. Coordinate with the principal and teachers in our school to work in tandem to prepare the students of our parish to receive the Sacraments
- Recruit catechists and classroom aides. Provide all required training to increase their catechetical knowledge and classroom skills and assure all Diocesan Virtus requirements are completed and up-to-date.
- Provide continued Catechetical Training, as required.
- Coordinate the Registration Process and student placement with Admin. Assistant.
- Process financial and tuition payments through our online FACTS portal.
- Communicate with families about program policies, logistics, events and the mission of faith formation.
- Supervise the RE Office Administrative Assistant who reports to the DRE.
- Collaborate, as needed, with the Director of Faith Formation and encourage students and their families to participate in Youth Ministry.
- Plan and prepare for all sacramental events.
- Attend and participate in parish staff meetings.
- Professionally evaluate and update personal skills by attending workshops / enrichment events, participate in deanery meetings and participate annually in retreat / spiritual renewal.

- Prepare and uphold the Religious Education budget in cooperation with the parish business manager.
- Additional duties and responsibilities, as assigned.

Preferred Qualifications:

- Experience in parish ministry and effective computer skills.
- Compliance with the Safe Environment Program of the Diocese of Joliet
- Since this is a ministerial position, the candidate must be a practicing Roman Catholic in good standing. This includes: knowledge, profession and actions consistent with the doctrinal and moral teachings of the Catholic Church.
- Must uphold the mission, philosophy, objectives and policies of the Diocese of Joliet.
- A college degree. A degree in education, theology or a related field is helpful but not required.

Work Schedule:

Tuesday: 12:00 p.m. – 6:00 p.m.

Wednesday: 12:00 p.m. – 6:00 p.m.

Friday: 12:00 p.m. – 4:00 p.m.

- Preparation and Attendance at Sacraments scheduled on weekends are required, which may allow the weekly schedule above to be altered.

If you are interested in this opportunity to form the faith of the next generation and renew all things in Christ, please provide a cover letter and resume to Fr. Keith Wolfe, Pastor, kwolfe@stjamesge.org.