

**Job Title:** Director of Religious Education  
**Reports To:** Pastor  
**Parish:** Immaculate Conception Catholic Church, Morris, Illinois  
**Hours:** Part-time (up to 29 Hours Per Week), Unbenefited – with potential to become Full-time, Benefited

### **Job Description**

The Director of Religious Education will direct the religious education program. Good communication and interpersonal skills are important, as well as the ability to work collaboratively. Candidates must have a zeal for the mission of the Church to evangelize and have a vision for encouraging participation in the life of the Church. The DRE will supervise a team of Volunteer Catechists.

### **Responsibilities**

- Designs, implements, and evaluates the curricula of Religious Education classes.
- Recruits volunteers to serve as catechists, aides, hall monitors, and office support.
- Encourages catechist development and ongoing formation by offering several catechist enrichment opportunities throughout the year.
- Ensures catechists meet requirements for certification where needed.
- Supervises and works with catechists to ensure they have the tools they need to manage their classrooms.
- Provides family centered catechetical opportunities.
- Provides programs for parents and involves them in the catechesis of their children.
- Participates in diocesan religious education deanery meetings.
- Works with the business manager to identify budget needs.
- Monitors the payment of bills and collection of tuition and fees.
- Administers Virtus compliance for parish volunteers.
- Oversees and provides support to the OCIA team.
- Manages the maintenance of files related to catechesis, ensures the ordering of needed supplies, recording and making necessary notifications related to sacramental records.

### **Qualifications and Requirements**

- Degree in education, theology or a related field is not required but preferred.
- Experience in Catechetical Leadership, required.
- Ability to work nights and weekends as required.
- 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.

### **Physical Demands<sup>1</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***Interested candidates please send a cover letter and resume to [communications@ics1.org](mailto:communications@ics1.org) or call 815-942-0620.***

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<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.