



ST. ALICE CATHOLIC CHURCH

POSITION TITLE: DIRECTOR OF RELIGIOUS EDUCATION & SACRAMENTAL PREPARATION

Opening Date: May 27, 2025

Closing Date: When Filled

Location of Job: SPRINGFIELD, OREGON

Location Address: 1520 E STREET, SPRINGFIELD, OR 97477

Position: Full-time, exempt, benefits eligible.

Position Summary: Coordinates programs for sacramental preparation, coordinates Nullity Services, and provides support for Director of Catechesis of the Good Shepherd.

Primary Responsibilities:

RELIGIOUS EDUCATION & SACRAMENTAL PREPARATION FOR BIRTH THROUGH AGE 17

- Coordinates education programs for sacraments of initiation including infant baptism, first reconciliation, first Holy Communion, and confirmation, and supports Director of Catechesis of the Good Shepherd in the following areas: with the following responsibilities:
 - Recruiting, training, and supervising catechists and volunteers
 - Maintaining calendar of classes and retreats
 - Communicating with parents regarding schedules and other requirements
 - Selecting and ordering materials
 - Securing campus facilities for all religious education and sacramental preparation activities
 - Ordering and organizing atrium materials
 - Managing atrium environments
- Is trained in all levels of Catechesis of the Good Shepherd and is a catechist in at least one atrium per year.
- Collaborates with OCIA Coordinator in planning and implementing OCIA for those ages 8 to 17 and for Spanish-speaking adults.
- Collaborates with Youth Ministry Coordinator on youth programs and confirmation preparation.
- Schedules and coordinates liturgies for reception of sacraments with Director of Liturgy.
- Provides timely notification to Communication Director regarding religious education.

- Coordinates and maintains registration, tuition, and fee schedules for all programs of responsibility.
- Manages Case Training and background checks for employees and volunteers.

MARRIAGE PREPARATION

- Responds to initial inquiries regarding preparation for marriage.
- Schedules "Freedom to Marry" meeting with Pastor.
- Supervises and documents preparation process for couples.
- Provides information regarding obtaining a marriage license.
- Assists couple with planning wedding liturgy.
- Files marriage license with county.
- Ensures that marriage is recorded in parish register and church of baptism is notified.

COORDINATOR OF NULLITY SERVICES

- Receives initial request for nullity services and provides on the process.
- Schedules intake meeting with pastor.
- Recruits, trains, and oversees advocates including communication regarding status of filings and approaching deadlines.
- Coordinates and oversees maintenance of nullity files.
- Communicates with Tribunal as needed.
- Creates and updates nullity resources.

Required Knowledge, Skills, and Abilities:

- ***Candidate must be biliterate in English and Spanish, with excellent verbal and written communication skills.***
- Position encounters frequent new and varied work situations and requires proven skills in the areas of program administration.
- Requires the ability to successfully recruit and train volunteers.
- Must be able to prioritize workload to meet program requirements.
- Must have demonstrated ability to work both independently and as a member of a pastoral team.
- Must be flexible, creative and responsible.

Minimum Qualifications:

- Degree in pastoral ministry, theology, religious education or related field.
- 2-4 four years ministry experience with focus on religious education programs in a parish, pastoral center or other related entity preferred.
- Knowledge and understanding of church organization and operational procedures.
- Professional on-going education and familiarity with religious education is expected.
- Knowledge of periodicals, events being held, and resources available.
- Collaboration with Vicariate and Archdiocesan DREs.
- Valid driver's license.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, and hear.

Please submit your resume and hand-written cover letter in both English and Spanish to
Mfipps@stalice.org.