

MINISTRY SPECIFICATIONS

Position Title	DIRECTOR OF RELIGIOUS EDUCATION, FAMILY FAITH FORMATION AND YOUTH DIRECTOR (DRE)		
Employment Status	Full Time	40 hours/week	Non-Exempt
Reports to	Pastor		
Supervises	Administrative Assistant for Faith Formation Faith Formation, Youth Group Volunteers		

MINISTRY SUMMARY

The Director of Religious Education, Family Faith Formation and Youth Director (DRE) administers and implements a bilingual faith formation process in person and online for:

- Elementary School (grades K-5th), including Pre-School
- Middle School (grades 6th-8th)
- High School (grades 9th-12th)
- Sacramental Preparation for Reconciliation, Eucharist and Confirmation
- Special Education (children and youth with disabilities)
- Family Faith Formation
- Youth Group

The DRE also coordinates bilingual family retreats, programs for parents, and oversees the work of the Vacation Bible School Team.

MINISTRY DUTIES AND RESPONSIBILITIES

Ongoing Development

- Cultivate an active prayer life, participates in the community's prayer and seeks spiritual formation opportunities
- Pursue continuing education through workshops and in-service opportunities, professional reading, and involvement in Archdiocesan support systems
- Strive to maintain spiritual, emotional, and physical health

Collaboration

- Regularly attend and participate in scheduled Staff meetings, committee meetings and team-implemented events
- Participate in budget planning and monitoring
- Collaborate with the Pastor, and Parish Staff in the overall pastoral ministry of the parish
- Work with overall scheduling of ministry events as they impact the parish calendar

Administration

- Order books, materials and resources as needed
- Oversee registration and maintenance of class lists, records, and reports
- Maintains accurate records with 1st Holy Communion and Confirmation candidates
- Monitor fees and budget expenditures
- Supervise and annually evaluate the Religious Education, Family Faith Formation Youth Group staff and volunteers
- Coordinate fundraising efforts to support Youth Ministry activities
- Encourage catechist and youth ministry certification, provide courses and opportunities for continuing education and documents credits toward certification
- Supervises the implementation of Archdiocese of Santa Fe requirements for Safe Environment as it pertains to the Religious Education and Family Faith Formation ministry
- Maintain social platforms (i.e. Google Classroom) up to date with information, classes and teachings

Ministry Activities

- Design, implement and guide the Religious Education program and Family Faith Formation in person and online including: Children Catechesis, Family Catechesis, Classroom Catechesis, Special Needs, Sacramental preparation for Reconciliation, Eucharist and Confirmation, and Youth Ministry (ASF Comprehensive Model of Youth Ministry)
- Recruit, prepare, organize and empower Catechists, Confirmation Team, Youth Ministry Volunteers, Family Faith Formation Leadership Team and Youth Group/Leadership Team
- Serve as a mentor to youth leaders
- Coordinate and facilitate in person and online meetings via different social platforms
- Coordinate and facilitate faith experiences such as monthly family nights, retreats, youth pilgrimage to Chimayo and special activities and programs
- Involve parents in the faith formation process of their children and youth as much as possible through scheduled parent meetings/sessions and activities
- Invite and enable young people to serve others and participate in parish ministries
- Oversee scheduling of all children, youth and family parish events and activities
- Coordinate the fundraising activities and participation of the Youth Royal Court

Other

- Take on pastoral tasks other than those indicated as needed and available

MINISTRY QUALIFICATIONS

Education and Experience

- B.A. (preferably M.A.) degree or equivalent in Religious Education, Catholic Theology, Pastoral Ministry, Religious Studies, or related field
- At least 5 years experience in parish pastoral ministry leadership
- Pastoral experience specifically in the areas of children and family catechesis and Youth Ministry
- ASF Certification in Catechetical Leader and familiarity with the document *National Directory for Catechesis (USCCB)*
- ASF Certification in Youth Ministry and familiarity with the document *Renewing the Vision: A Framework for Catholic Youth Ministry (USCCB)*

Skills and Abilities

- Fluency in English and Spanish, preferred
- Excellent written and oral communication and interpersonal skills
- Competence in computer software programs and social media applications including but not limited to: Microsoft Office, Google Applications, internet and email protocol, Zoom, Remind, etc. and willingness to learn ministry specific programs such as ParishSoft
- Ability to create and lead in person and online programs and events
- Leadership, empowerment, team building, coordination and organization skills
- Competence in visioning and program development
- Ability to meet deadlines
- Ability to honor and maintain confidentiality
- Capacity to minister in a Vatican II pastoral environment

Personal Characteristics

- Interest in fostering the faith life of the community and its members through worship, evangelization, and renewal
- Willingness to learn and adapt quickly to changes
- Enthusiasm for ministry, creativity, and the ability to work both independently and with others
- Fully participating membership in the Catholic Church
- Commitment to growth as a person and as a follower of Jesus
- Respect for a variety of cultural expressions of faith

WORKING ENVIRONMENT

This position requires working in an office and classroom setting and may include sitting, standing, and walking, as well as some reaching or lifting (up to 20 lb.) to perform necessary tasks. Evening and some weekend work is often required. The employee is expected to work primarily onsite; however, some travel will be required to accompany youth on outings such as retreats, conferences and pilgrimages.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.

COMPENSATION

This will be discussed during the application process. Commensurate with qualifications and experience.