

**St. Michael the Archangel Catholic Parish
Leawood, Kansas**

**Religious Education Coordinator
Job Description**

Job Title: Religious Education Coordinator

Reports to: Director of Religious Education (DRE)

General Description:

The Religious Education Coordinator supports the DRE with organizing and implementing religious education for grades K-6.

Religious Education Coordinator Responsibilities:

1. Organization and implementation of the catechetical program for grades K-6.
 - Work with DRE to acquire textbooks, materials, and supplies to support curriculum and Liturgical Seasons.
 - Assist DRE in catechist recruitment/training and coordinate substitute catechists and volunteers.
 - Set up for Catechetical Sessions.
2. Coordination of Sacrament Preparation, Liturgies and Receptions
 - Coordinate sacramental preparation with DRE and designated school staff.
 - Assist DRE with the coordination of Liturgical Celebrations for Sacraments with Liturgy Department and Sacrament Receptions with volunteers.
3. Religious Education Administration
 - Data input of all RE information (children, volunteers, attendance records)
 - Prepare materials (nametags, attendance sheets, activities, etc.)
 - Prepare and send weekly parent emails and respond to parent questions and requests.
4. Sacramental Assistance for First Reconciliation and First Communion
 - Maintain accurate rosters of candidates
 - Send emails to parents regarding important dates and respond to parent questions and requests
 - Prepare various materials as needed
 - Prepare materials as needed for Retreats
 - Prepare sacrament certificates
 - Notify baptismal churches after sacraments are received.
 - Update parish database with sacrament dates
5. General Office support including preparing correspondence, photocopying, processing mail, processing various fee payments, creating signup forms, office supply ordering, invoice processing, record sacraments in appropriate sacramental books, etc.
6. Other duties as assigned.

Qualification Requirements:

Must be a practicing Catholic, compassionate, excellent interpersonal and communication skills (written, verbal, one-on-one, small-group settings, and telephone), proficient in Microsoft Office, and trainable in database management software. Must have a solid understanding of the Catholic Faith as well as the ability to impart that knowledge with both children and adult volunteers. Must have a zeal for evangelization, a willingness to learn creative catechetical planning, strong organizational and planning skills, detail oriented, self-directed, and a team player.

Hours and Compensation:

This is a year-round, part-time position. Hours vary throughout the year, and some evening or weekend hours may be required.

(Revised September 2025)