

## **Director of Religious Education and Family Ministries Job Responsibilities:**

1. Direct Planning, implementation, and evaluation of Roots catechetical program for children in grades Pre-K through 5th Grade. This includes sacramental preparation for Reconciliation, First Communion and Confirmation.
2. Coordinates the initiation process for unbaptized or uncatechized children and/or children baptized validly in another ecclesial community according to the Order of Christian Initiation for Adults Adapted for Children and Teens.
3. Coordinate special children's faith formation events and programs, including retreats, Vacation Bible School, Eucharistic Procession involvement, and events coinciding with liturgical feasts throughout the year, in order to provide children opportunities to encounter Christ and equip them to become missionary disciples.
4. Supervise the planning, scheduling, and curriculum for Children's Liturgy of the Word during the 10:30 am Mass.
5. Be familiar with the Catechesis of the Good Shepherd (currently operating Level I, plans to expand to Level II).
6. Plan quarterly parent and family catechesis and community events in order to foster community throughout the parish community, as well as to support the vocations of marriage in the parish community.
7. Foster lay leadership development for all ministries by recruiting, training, and supporting teams of adult catechists, volunteers, and youth leaders.
8. Plan and execute at least one Catechist retreat per year in order to foster discipleship among adult volunteers.
9. Research, utilize, and/or customize, and write curriculum for all ministries which complement the faith formation efforts of the parish community, prepare children for Middle School and High School Ministries, and are supported by the official teaching of the Catholic Church. This includes providing parents and catechists with adequate materials, resources, and training to execute catechesis.
10. Work with the Director of Marketing to keep families and the parish informed and engaged in the mission of children's and youth ministries and upcoming events, and advocate for ongoing parish support and involvement.
11. Maintaining parent communication and involvement through email, phone, and digital communications, including the BAND app, and parish social media accounts.
12. Support and promote youth ministry programs when applicable.