

**Assistant to the Director of Religious Education (DRE)
Our Lady of the Snows Church
Job Description**

PRIMARY RESPONSIBILITY: To assist the DRE in the following programs:

- Catholic Religious Education (“CRE”) for public school children
- Sacraments (for both public school and Catholic school children in our parish) involving First Reconciliation, First Communion, and RCIA for Children
- Vacation Bible School
- Children's Liturgy of the Word

CHARACTERISTIC DUTIES:

- Meet weekly with DRE to create good communication “The work is not done until it is communicated that the work is done”
- Assist with registration
- Assist in recruiting catechists
- Create forms (jot, templates, other) as needed
- Collect and enter data for registration and class attendance at all levels of religious education up to and including sixth grade. Keep information updated
- Collect fees and maintain accurate records
- Maintain communication with home study families as needed
- Purchase supplies as needed for CRE (including crafts)
- Purchase and store snacks for CRE children
- Assist with supervision of children before CRE classes begin and at the end of CRE classes
- Prepare for, and assist at, catechist meetings and sacramental parent meetings
- Oversee and ensure that all children preparing for sacraments have completed the requirements
- Organize and maintain all forms of paperwork related to sacraments, including the writing of certificates and signing of them by the pastor
- Work with Lauri Anne to schedule dates for all children’s sacraments; work with Lauri Anne and parents in unusual family situations
- Ensure that all information required by the diocese for its insurance program is collected and submitted
- Attend monthly diocesan DRE meetings if desired
- Control and disseminate all information needed by the diocese regarding Empowering God's Children
- Represent the parish as needed
- Be available to do other projects as assigned

QUALIFICATIONS

- Computer proficient, able to work on Word, Excel, Google documents and parish database software.
- Technology proficient and will stay current in this (including posting pictures when needed)
- Able carry 20 pounds up and down stairs
- This job needs an organizational, detail-oriented person and occasionally involves working with challenging people
- Must continue to be educated in the faith
- Willing to contribute to a sense of a community of faith among the staff and the parish

REPORTS TO: Director of Religious Education; possibly also Youth Ministry Coordinator

WORK SCHEDULE

- Employee must be available nights and weekends as needed by the DRE, including, but not limited to: Sunday mornings, and Wednesday afternoons, and occasional work in the evenings or on other days.
- While the beginning of the school year is extremely busy, it settles down around October. One of the main advantages of this position is that the person in this position does not need to work during holidays and the summer (mid-June to August, except for about 10 days of Vacation Bible School work).
- Employee should expect to work approximately 800 hours per year. There is some flexibility in how many hours are worked each week.

Revised 07/13/2023