



# ST. ALBERT THE GREAT PARISH

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## JOB DESCRIPTION

### Director of Catholic Religious Education

**PARISH:** Saint Albert the Great Parish

**POSITION:** Director of Catholic Religious Education

**FSLA CATEGORY:** Full-time Exempt

**SUPERVISOR:** Pastor of the parish

**BENEFITS:** Health Insurance, Lay Pension, 403B – Tax Sheltered Annuity and others

**Job Summary:** At Saint Albert the Great Church, the Director of Catholic Religious Education administrates (designs, develops, directs, and evaluates) a family-based catechetical program and provides leadership to assist the parish and school community in building a solid foundation for family spirituality, Christian living, ministry, outreach and sacramental preparation (First Reconciliation/First Eucharist, Confirmation and the Children's Catechumenate). In addition, it governs our high school Youth Ministry program, with the eventual goal of adding a middle school Youth program.

#### Essential Functions:

- Designs family-based catechetical formation and sacramental preparation programs, which support lifelong learning and growing in the practice of the faith.
- Maintains family-based catechetical formation and sacramental programs, which meet the needs of various segments of the parish including the Catholic students at our parish school under the guidance of the pastor and/or parochial vicar.
- Responsible for the recruitment, training, supervision, and evaluation of catechetical/sacramental formation and youth ministry volunteers.
- Integrates insights from current catechetical literature into program planning.
- Develop goals, objectives, and strategies for the family-based catechetical formation and sacramental preparation program(s) and high school (*and eventually middle school*) Youth Ministry program(s).
- Schedules and adjusts all programs' components (space, time, materials, etc.) as needed.
- Submits weekly schedules of catechetical formation, sacramental preparation, and youth ministry activities for inclusion in the Master Calendar.
- Maintains relationships with the pastor, parochial vicar, other parish staff members, school staff, directors of parish ministries, and the Diocesan Office of Religious Education
- Communicates with participants, parents, parish, and school-at-large to keep them informed of family catechetical formation, sacramental preparation, and youth ministry efforts.
- Works within the budget allocated for the operation of the various programs.

- Responsible for coordination of special liturgical/sacramental celebrations for both the parish and the school including First Reconciliation, First Eucharist, and Confirmation as well as participating with the RCIA program with the inclusion of the families in the Children's Catechumenate.
- Conducts program evaluation at all levels, collates evaluation information, and advises the pastor regarding appropriate groups.
- Responsible for all other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** College Degree or equivalent.

**Experience:** At Saint Albert the Great Church the Director of Catholic Religious Education is encouraged to have one or more of the following:

- BA/BS in Theology/Religious Education or a related field
- BA/BS in Catechetics and Scripture.
- BA/BS in an unrelated field or no college degree with twenty-four (24) semester credits in Theology and Catechetics and six (6) credits or 60 hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
- The Director of Catholic Religious Education is expected to have a minimum of three years of teaching experience in a Catholic school or equivalent, experience in faith-based, relational ministry with teens, and one year of administrative experience (paid or volunteer).

**Skills/Knowledge:** The Religious Education/Youth Ministry Director is expected to have capabilities in:

- Theology
- Program Coordination
- Coordination of Catechist Development
- Communication and Relationship
- Administration
- Pastoral Ministry and Teen Faith-Based
- Bilingual is preferred

### **Working Environment:**

This position entails evenings or weekends and a flexible work schedule year-round.

*For more information visit our website: [stalbertreno.org](http://stalbertreno.org) or send your resume and letter of interest to Diane Lacebal at [dlacebal@stalbertreno.org](mailto:dlacebal@stalbertreno.org).*