

**POSITION TITLE:** Religious Education Director

**Opening Date:** 09/10/2024

**Closing Date:** Until filled

**Location of Job:** St. Philip Benizi Catholic Church, 18211 S Henrici Road, Oregon City

**Position:** Part-time (10-15 hours/week)

**Position Summary:** Provides leadership for the implementation and administration of religious education programs for children and youth, especially sacramental preparation.

**Primary Responsibilities:**

- Administers and oversees religious education program and sacramental preparation programs for children and youth at St. Philip Benizi.
- Works closely with the Pastor to build and lead a solid catechesis program and sacramental program for children and youth of St. Philip Benizi.
- Participates in the comprehensive planning, implementation and evaluation of the parish's religious education program and sacramental preparation program.
- Assists and coordinates planning of parish sacramental celebrations related to sacramental preparation.
- Schedules involvement of clergy in sacramental celebrations and catechesis.
- Communicates with parents frequently using email, phone calls or in person as needed.
- Prepares and presents weekly catechesis to parents in sacramental preparation programs.
- Responsible for providing publicity for religious education programs in parish and Vicariate communications.
- Recruits, motivates and trains volunteers to be catechists, aides and team members.
- Maintains confidentiality.
- Maintains accurate sacramental records for parish and diocesan records.
- Orders materials for religious education classes and sacramental preparation programs.
- Prepares and monitors annual budget for religious education programs with the Pastor and Business Manager.
- Prepares a yearly calendar for religious education programs, including classes, safe environment training, activities and events.
- Keeps accurate records and communication up to date with the Office of Child Protection and Armatus Training.
- Occasional help in the office for vacation coverage and special needs of the Parish Office.

**Required Knowledge, Skills and Abilities:**

- Individual must be able to demonstrate leadership and effective interpersonal communication skills.
- Ability to prioritize work assignments for self and others.
- Demonstrate flexibility to adjust to changes in schedules, routines and job assignments.
- Must be flexible, creative and responsible.
- Demonstrates ability to teach children about Catholic faith and morality.

**Minimum Qualifications:**

Experience in Religious Education, Theology or a related field preferred OR compatible experience and/or training. Must be an active member of a Roman Catholic faith community. Demonstrate ability to work with groups, administer programs and relate to a wide variety of people and situations.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear and use repetitive motion of the hands/wrist. Lifts and moves items up to 20 pounds.

**Working Environment:**

Work is performed in an office, classroom or liturgical setting. Employee will be required to attend scheduled evening and weekend meetings and classes. This position requires flexible work scheduling to properly administer the program.

Please send resume and cover letter to Karen Henry, Business Manager  
[khenry@archdpx.org](mailto:khenry@archdpx.org)