

## **Assistant Director of Religious Education & Youth Ministry Job Description**

**Primary Function:** The Assistant Director of Religious Education and Youth Ministry assists the director in administrating the area faith catechetical program and provides leadership to assist the Area Faith Community in building a solid foundation of catechetical ministry. This includes assisting the Director of Religious Education (DRE) with curriculum planning, volunteer recruitment, worship and event planning, and youth ministry events. Specific assignments will be worked out collaboratively between the DRE and Assistant DRE.

### **Minimum Qualifications:**

1. Be a practicing Catholic faithful to the teachings of the Catholic Church.
2. Minimum of 10-20 hours per week.
3. Flexible work schedule which includes evenings and weekends.
4. Demonstrate ability to work well under pressure in a multi-task environment with time and resource constraints.
5. Be able to take direction from the DRE and work with the DRE as a team.
6. Ability to work at multiple physical locations.
7. BA Degree in Catholic Studies, Theology, Education or related field (preferred).

### **Primary Duties and Responsibilities:**

#### **General**

1. Assist in coordinating and overseeing major Religious Education, Sacramental, and Youth Ministry events and ceremonies.
2. Assist in planning and overseeing Vacation Bible School and other summer activities.
3. Maintain regular communication with the Pastor and DRE.
4. Perform special tasks as requested by Pastor or DRE.
5. Be present to youth, parents, and volunteers in all our Area Parishes.

#### **Religious Education**

1. Provide administrative support and assistance to DRE for all Religious Education.
2. Provide support during weekly Wednesday Religious Education.
3. Maintain regular correspondence with volunteer catechists and provide requested materials and resources when necessary.

#### **Youth Ministry**

1. Provide opportunities for personal and spiritual growth for youth.
2. Nurture the prayer life of youth by providing opportunities for varied prayer experiences such as prayer groups and retreats.
3. Provide organized service opportunities for youth.
4. Help build and maintain a youth group in our Area and Parishes.

**Applications Due May 1<sup>st</sup>, 2019, please send a Resume and Letter of Interest to St. Catherine Catholic Church Parish Office or email to [kris@mystcatherines.org](mailto:kris@mystcatherines.org).**