

DIOCESE OF PROVIDENCE

ONE CATHEDRAL SQUARE

PROVIDENCE, RHODE ISLAND 02093

Open Position Notice

Date: August 19, 2024

Position Title: Director of Religious Education

Agency/Office: St. Joseph Parish (North Scituate)

Work Schedule: Part Time (20 to 24 hours per week)

Position requirements:

St. Joseph Parish is seeking a part-time Director of Religious Education who will assist the pastor in providing the students of the parish and their families a program that enriches the spiritual life of the individual student. Assisted by a planning committee and teacher volunteers, the Director of Religious Education will coordinate a variety of activities both within and outside of class which will assist each student to grow in love of God, neighbor, and Church. The position will require a flexible schedule including availability on evenings and weekends. The successful candidate will have an exciting opportunity to revamp a program, emphasizing family involvement and designed around the needs and challenges faced by students and families today.

Job Responsibilities include but are not limited to:

- Plan and coordinate the program and curriculum
- Recruit and train volunteer teachers and aides
- Obtain input from the Religious Education Committee and keep them informed of program progress
- Coordinate and provide for classroom presentations with the purchase of textbooks, supplies, and other pertinent materials
- Oversee class requirements for all sacramental years
- Plan and conduct necessary details for all sacrament celebrations

- Act as a liaison between the parish and the diocesan Office of Religious Education
- Coordinate related activities for grades 1-8 such as Christmas Pageant, Christmas Chorus, Stations of the Cross, crowning of BVM, and Marian devotions
- Share knowledge, information, experience, and advice to encourage and assist Youth Ministry Advisors

Successful Candidate Profile:

- Must have a love of God, witness to the Catholic Church, love of children, and a passion to advance the formation of young souls
- Bachelor's degree required, preferably in field of education or religious education. Master's degree preferred.
- Experience as teacher preferred, experience as religious education teacher or administrator highly preferred.

Interested applicants please send resume and cover letter to:

dmc948@verizon.net