

Saint Apollinaris Catholic Church
3700 Lassen Street
Napa, CA 94558
(707) 257-2555
<https://stapollinarisparish.org/>

Position Opening: Parish Director of Religious Education
Effective: September 2021

Position Overview and Mission Statement:

The Parish Director of Religious Education, with direction from the Pastor, is responsible for providing Christian formation, religious education and sacramental preparation to the members of the parish in 1st through 7th grade.

The goal of the Director of Religious Education is to help young parishioners (through First Communion and Confirmation preparation, and intermediate religious education classes) nurture a love for and devotion to their Catholic faith and identity.

The Director of Religious Education ensures that the curriculum, the volunteers and all aspects of the religious education program for this age group support the teachings of the Church and encourage opportunities for involvement in parish life.

Essential Job Functions:

- Staff and Volunteer Management
 - Recruits, interviews, trains, supervises and evaluates staff and volunteers for all levels of the religious education program.
 - Ensures Safe Environment compliance with Diocesan guidelines for all parish staff and volunteers.
- Communication
 - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all program participants.
 - Integrates and complements the activities of the parish community into the religious education programs.
 - Ensures that all parish religious education program curricula support the teaching of the Catholic Church.
 - Communicates and coordinates with the administration and faculty of St. Apollinaris Catholic School regarding Sacramental Preparation and facility use.
- Curriculum Development and Implementation
 - Plans and evaluates program curricula for Sacramental Preparation and grades 3-5 religious education, both in-person and via distance learning.
 - Reviews and orders textbooks and online curriculum resources for sacramental preparation and religious education.
 - Arranges and coordinates required retreats for sacramental preparation.
 - Prepares and leads parent meetings.

- Prepares and implements various preparatory liturgical events for sacramental preparation programs (for example, First Reconciliation and Presentation of Bibles).
- Reviews all parish program calendars to avoid conflicts.
- Spiritual and Professional Growth
 - Encourages and provides opportunities for ongoing formation for program volunteers and staff.
 - Engages in ongoing professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, within limits of program budget.
- Administrative Functions
 - Manages the religious education office
 - Develops and/or reviews the annual budget for religious education.
 - Submits invoices, reimbursement requests to the parish business office in a timely manner.
 - Attends Diocesan meetings related to religious education and safe environment.
- Parish leadership
 - Is a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.
- Coordinates annual Vacation Bible School in June
- Coordinates Annual Angel Bazaar
 - Facilitates volunteer leaders and attends organizational meetings.
 - Helps find new volunteers for the Angel Bazaar.
 - Oversees Angel Bazaar finances, in coordination with Parish Business Manager.

Other Job Functions

- Participates in religious education meetings, parish staff meetings and retreats.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends parish functions when possible.
- Assists and coordinates with the parish Youth Minister to ensure a united youth formation program.

Program Specifics

- In-person classes
 - Wednesday 3:30-4:45pm for First Communion preparation and grades 3-5
 - Wednesday 7:00-8:15pm for Confirmation Preparation
 - In-person classes begin in the church with 15 minutes of liturgical and seasonal music, and prayer.
- Distance learning takes place as specified in program policies.

Qualifications

- This ministerial position requires that the candidate be a practicing member of the Catholic Church.

Preferred background and skills

- Functionally bilingual and biliterate in English and Spanish
- Undergraduate degree with course in Catholic theology
- Experience in parish-based religious education

The position is full-time and benefits are provided in line with the Lay Employee Handbook of the Diocese of Santa Rosa.

Send resumé to: pastor@stasparish.org