

Elementary Director of Religious Education (Grades 1-5)

Saint Mary's is seeking an individual to serve as the Director of Elementary Faith Formation. This position is a 12 hour per week paid position that focuses on evangelizing and catechizing elementary age children and supporting parents in their role as the first and best teachers of the faith.

Responsibilities include:

1. Working within the pastoral approach and priorities of the pastor and in partnership with the Director of Faith Formation for the older grades, this individual is responsible for the development/scheduling of catechetical programs and approval of curriculum for grades 1-5. The curriculum will follow Faith formation Guidelines of the Diocese of Fall River, including Sacramental preparation for First Penance and First Holy Communion.
2. Communicate with parents and other family members in a spirit of warm goodwill and authentic collaboration and will offer appropriate flexibility as parents strive to meet our shared faith formation goals within the realities of busy family lives and schedules
3. Use media and technology for effective program implementation.
4. Obtain approval and support from the Pastor for the general direction of the faith formation of the parish, and keep the Pastor informed regarding the faith formation program.
5. Provide for the recruitment and training of catechists, and to support them in their role.
6. Responsible for Safe Environment compliance of catechists, volunteers (adults and teens) and inclusion of Circle of Grace for all students in the program.
7. Continue personal growth in faith and professional advancement through meeting attendance, conventions, and workshops concerning faith formation and reading of current material.
8. Ensure appropriate sacramental records are properly maintained according to Diocesan and Canonical guidelines, as well as files for the staff, catechists, and volunteers.

QUALIFICATIONS

Required Knowledge and Skills:

1. Practicing Catholic, weekly Mass attendance, faithful to the Magisterium teachings of the church. Successful completion of the Diocesan Safe Environment process.
2. Excellent communication/presentation skills combined with knowledge of catechetical methodology and pedagogy in accordance with Magisterial Documents on Catechesis.
3. Computer skills, including Microsoft Office Suite (Word, Excel, Power Point, Outlook), Google, and knowledge of Gabriel a plus.
4. Demonstrated competence in theology, catechetics, program coordination, catechist development, and application of age appropriated teaching methods, communication, administration, facilitation, research, and supervision.
5. Ability to work evenings and weekends as program requires.
6. Ability to communicate in a timely fashion and work cooperatively with parish staff and parish organizations.

Education, Training, and/or Experience:

BA in Education or related field

Education in Theology/Faith Formation, Catechesis, or related field preferred, but not required.

Salary commensurate with experience.

Interested applicants should submit a cover letter, resume, and recommendations to Fr. Joseph Pasala (frjpasala@diocese-fr.org) or mail to; One Power Street, Norton, MA 02766.