

Director of Religious Education
St. Thomas Aquinas Parish – Rio Rancho, New Mexico

Position Title: Director of Children's Religious Education (DRE)

Reports To: Pastor

FLSA Status: Full-Time / Exempt

Position Summary

The Director of Children's Religious Education is responsible for developing, coordinating, and administering the parish's faith formation programs for children from preschool through 8th grade. The Director works collaboratively with the Pastor, parish staff, catechists, parents, and volunteers to provide a comprehensive religious education program that supports the mission of St. Thomas Aquinas Parish and the teachings of the Roman Catholic Church.

The Director fosters an environment that encourages children and families to grow in their relationship with Jesus Christ through catechesis, sacramental preparation, prayer, and active participation in parish life.

Essential Duties and Responsibilities

Religious Education Program Administration

- Plan, organize, implement, and evaluate all children's religious education programs.
- Develop yearly calendars, schedules, and curriculum plans for religious education classes.
- Ensure all programs conform to the teachings, policies, and guidelines of the Catholic Church and the Archdiocese.
- Maintain accurate enrollment, attendance, sacramental, and student records.
- Prepare annual program budgets and monitor expenditures.

Sacramental Preparation

- Coordinate preparation programs for First Reconciliation and First Holy Communion.
- Organize parent and catechist meetings, and sacramental celebrations.
- Maintain registration, sacramental records and ensure proper documentation is completed and filed.
- Collaborate with clergy and liturgy staff regarding sacramental celebrations.

Catechist and Volunteer Management

- Recruit, train, supervise, and support catechists and volunteers.
- Conduct regular meetings and formation opportunities for catechists.
- Ensure all volunteers comply with Archdiocesan Safe Environment requirements, including VIRTUS training and background checks.
- Provide instructional resources and ongoing support to catechists.

Family and Parish Engagement

- Encourage parental involvement in the faith formation process.
- Communicate regularly with parents regarding program schedules, expectations, and events.
- Promote family-centered faith formation opportunities.

Special Events and Activities

- Coordinate children's service projects and Vacation Bible School.
- Assist with parish-wide faith formation initiatives and family ministry programs.
- Participate in parish events and activities as needed.

Qualifications

Education

- Bachelor's degree in Theology, Religious Education, Catechetics, Education, or a related field preferred.
- Equivalent combination of education and experience may be considered.

Experience

- Minimum of three years of experience in Catholic religious education, catechetical ministry, or related parish ministry preferred.
- Experience coordinating volunteers and managing educational programs.

Knowledge, Skills, and Abilities

- Active Catholic in good standing who receives the sacraments regularly.
- Practicing Catholic in good standing with a thorough knowledge of Catholic doctrine and teachings.
- Strong organizational and administrative skills.
- Excellent verbal and written communication skills.
- Ability to recruit, train, motivate, and supervise volunteers.
- Proficiency with Microsoft Office and parish database systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work collaboratively with clergy, staff, volunteers, parents, and children.

Certifications and Requirements

- Must successfully complete all Archdiocesan Safe Environment requirements, including VIRTUS training and background screening.
- Must possess a valid driver's license and maintain reliable transportation.
- Must be eligible to work in the United States.

Working Conditions

This position requires flexibility in scheduling, including evenings and weekends, to accommodate religious education classes, sacramental preparation, parish events, and parent meetings.