

St. Paul Parish - Director of Religious Education Responsibilities

Encourage and promote the spiritual development of the catechists, students and volunteers of the program.

Pastoral Staff member: Share with Pastor and Education committee the responsibility of vision for the Faith Formation program.

Faith Formation Grades One-Ten

- Plan, organize, and direct all aspects of the Faith Formation program including registering of students, collecting tuition and communicating with the parish office information on registered students.
- Coordinate instruction of homeschooled Faith Formation students
- Coordinate the sacramental programs of Reconciliation/Eucharist/Confirmation including planning and implementation of retreat days for First Eucharist students (Jesus Day) and Confirmation students and parent sacramental meetings.
- Coordinate instruction of children who are in need of sacraments, but not enrolled in grade offered.
- Recruit catechists and provide in-service opportunities for growth in their knowledge of the faith and spiritual life.
- Evaluate, purchase and maintain program resources including texts, workbooks, Bibles, and other necessary classroom materials.
- Communicate regularly with parents of Faith Formation students and school parents of children in sacramental programs.
- Coordinate the Sacrament of Confirmation with St. Francis Xavier, Knowlton, St. John, Peplin and St. Patrick, Halder.
- Communicate with school staff regarding the use of classrooms and other facilities.
- Insure that all volunteers follow safe environment guidelines
- Coordinate the use of the facilities and equipment for Religious Education programs
- Adhere to the Diocesan policy on Teaching of the Way of Love and Theology of the Body

R.C.I.A.

- Participate on the RCIA team which includes leading sessions as needed.
- Accompanying RCIA candidates on retreats
- Accompanying RCIA candidates to the Rite of Election and Call to Continuing Conversion held at St. Joseph the Workman Cathedral

Sunday Story

- Order supplies including print materials as requested by Sunday Story Leader
- Insure that all leaders follow the safe environment guidelines.

Youth Ministry program and bible study

- Consult with leaders of the youth group and provide resources as requested by youth leaders.
- Insure that all leaders follow the safe environment guidelines.

Vacation Bible School

- Evaluate and purchase materials for program.
- Recruit volunteers to help with program
- Insure that all volunteers follow safe environment guidelines

Safe Environment

- Keep records of Diocesan Safe Environment requirements including background checks, permission forms and volunteer driver forms. Submit required reports to Diocesan Safe Environment Office.

Adult Education

- Evaluate needs of the parish as they relate to adult education.
- Consult with Pastor regarding the adult education needs of the parish.
- Coordinate parish adult education programs
- Maintain the parish library.

Professional/Spiritual Formation

- Attend annual Diocesan Catechetical Conference.
- Participate in monthly Wausau Deanery Religious Education Leaders (WDREL) group
- Participate in periodic Diocesan Association of Religious Educators (DARE) meetings and professional and spiritual development opportunities
- Participate in periodic Wisconsin Directors of Religious Education Federation meetings and Professional and spiritual development opportunities.
- Participate in opportunities for self-growth and enrichment; retreat and convention

Parish Committees

- Participate in scheduled parish education committee
- Attend monthly parish council meetings.