

Position:	Director of Religious Education / Local Safe Environment Coordinator
Location:	St. Michael - Union
Reports To:	Pastor
Status:	Part Time – 25-28 hours per week, flexible schedule
Classification:	Non-Exempt

General Description

The **Director of Religious Education** has the responsibility for direction and formation of a parish catechetical program, as indicated below, in accordance with policies and guidelines of the Archdiocese of Newark. Currently, there are 269 children in the religious education program grades 1 through 8, including special sacrament preparation classes for students who have not had any prior religious education. As the **Local Safe Environment Coordinator**, ensures that volunteers in ministry with minors and all parish employees have the required safe environment documentation on file.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and parish needs.

- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a parish catechetical program within the parameters of the Catholic Church
- Recruits, trains and supervises volunteer catechists
- Prepares candidates for 1st Eucharist and 1st Penance & Reconciliation
- Additional responsibilities as assigned by pastor

Qualifications/Skills

- Practicing Catholic in good standing with the Catholic Church
- Current credentials as a Catechetical leader and participation in the Archdiocesan ongoing certification and mentoring process
- Ability to communicate effectively, both orally and in writing, with youth, diverse individuals, and teams of volunteers
- Basic computer and technology skills; familiarity with MS Office, Google apps and online registration platforms preferred

Education and/or Experience

- High School graduate or GED required, bachelor's degree preferred, but not required

Interested candidates are invited to send cover letters and resumes to the attention of:

Msgr. Anselm Nwaorgu
St. Michael's Parish
1212 Kelly Street
Union, NJ 07083

Email: stmichaelunion@comcast.net