



## **OUR LADY OF GOOD COUNSEL CATHOLIC CHURCH**

### **DIRECTOR OF RELIGIOUS EDUCATION**

Our Lady of Good Counsel Catholic Church (OLGC) is a rapidly growing parish, located in Plymouth, MI, committed to the New Evangelization. Our vision is "To offer every person in our community a life-changing encounter with Jesus." One of the key ways we will succeed in achieving this vision is through the Director of Religious Education (DRE). The DRE works with and is responsible to the pastor for the development, coordination, and implementation of faith formation programs in the parish for elementary students and their parents (school & after school).

The successful candidate will be an enthusiastic leader, with an expressed joy in the Lord whose servant's heart is demonstrated as a lived faith in all endeavors within the parish, vicariate, and Archdiocese of Detroit. The position is full-time and reports to the Pastor.

#### **Responsibilities**

##### **General**

- Implement goals and objectives of the parish faith formation programs for Grades Pre/K - 5 in accordance with the vision, goals and objectives of the parish vision statement.
- Oversee Youth Ministry Offerings (EDGE) Grades 6 – 8 including: Part-time Middle School Coordinator.
- Oversee the formation and nurturing of catechists; as individuals and as a team.
- Participate in an annual evaluation of all formation efforts in collaboration with the RF team, parish team members, catechists, and volunteers.
- Maintain communication with parents, parish staff, parishioners, vicariate and diocesan personnel.
- Collaborate with the faith formation staff to ensure the integration and cohesiveness of all faith formation programs.

- Attend DRE Vicariate meetings to offer updates and suggestions on Religious Formation.
- Leader of Religious Formation Leadership Team
- Direct Reports: Administrative Assistant, Confirmation Coordinator, First Communion Coordinator, Middle School Youth Minister
- Evaluate mid-year goals, and end-of-year performance evaluations based on AOD format.
- Member of Parish Leadership Team
- Oversee communication plan for RF ( Flocknote, Crusader Connection, Social Media, Webpages)
- Organize parent formation nights (ie., “Faith Conversations”)

### **Children and Youth Formation**

- Direct the faith formation program for preschool through 8th grade children and, in collaboration with the school principal, for the school children.
- Develop and maintain PreK-8 religion curriculum and update when needed,
- Direct RF programs which include; CONNECT, Becoming Catholic for Children, EDGE, Catechesis of the Good Shepherd, Liturgy of the Word, Special Needs, Home School Call Team, and Vacation Bible School (Co-leadership Family of Parish VBS)
- Direct the programs of preparation for the sacraments of Reconciliation, Eucharist and Confirmation.
- Develop and implement parent formation components to programming.
- Oversee the recruitment of catechists and other volunteers and helpers needed for faith formation sessions.
- Organize and oversee catechists’ planning sessions for the faith formation program and grade level religion meetings for catechists.
- Serve as a resource person for catechists and school personnel with regard to instructional material, prayer ideas, appropriate techniques, etc.
- Assist catechists and school teachers in fulfilling Archdiocesan requirements for catechist certification.
- Encourage catechists to maintain frequent communication with parents.
- Work with the school principal regarding use of facility, materials, and sacramental programs.
- Coordinate aspects of the Parish Mission as it relates to Religious Formation.
- Potential Leadership Role - Sacramental Readiness model of reception of the Sacraments

### **OLGC School**

- Collaborates with the OLGC School Principal and Campus Minister
- Member of the schools Catholic Identity Action Team within the School Improvement Initiative
- Supports school Religion Teachers with resources, in-person meetings, classroom teachings as needed.

### **Administrative**

- Serve as a member of the parish pastoral staff, attending meetings as required by the pastor.
- Supervise the registration process for religious education and faith formation events
- Write a weekly bulletin article
- Oversee that web page is current with assistance of team members
- Ensures that files for catechists, families and programs are up-to-date
- Monitor, enhance, support and evaluate the work of the faith formation staff (ie., performance reviews, mid-year goal reviews)
- Facilitate and provide direction and guidance to the meetings of the faith formation staff
- Work with the staff to coordinate the scheduling of faith formation programs on the parish calendar.
- Arrange for the ordering of books, resources, supplies and equipment according to the program needs and budget constraints.
- Oversee the RF Library
- Ensure that the Archdiocesan policy for Safe Environments ( Protecting God's Children, Empowering God's Children)is followed in regard to background checks in the religious formation area. Work in collaboration with the parish contact person for these programs.
- Prepare and monitor the R.E. budget; as-needed meetings with Finance Director

#### **Required Skills & Experience**

- Holds a master's degree in Pastoral Ministry, Religious Studies, or Theology;
- Holds Catechist Certification and DRE Certification;
- Excellent written and oral communication skills;
- Proven administrative capacity to manage a large number of projects and tasks simultaneously;
- Demonstrated ability to earn and maintain trust with regard to confidential and sensitive information;
- Proven experience in managing direct-reports and the variety of circumstances that impact their roles and lives;
- Proven ability to develop and implement catechetical programming for children and families in parish setting;
- Collaboration with School leaders;
- Proven ability to minister to a variety of ages and needs

#### **Critical Qualities**

- Strong personal relationship with Jesus Christ and a deep love for His Church;
- Developed prayer life;
- Passionate about helping people grow as intentional disciples of Jesus;
- Strong managerial and interpersonal skills;
- Humble, with a genuine openness to constructive criticism;
- Models Team Qualities of being authentic, charitable, joyful, and courageous;
- Servant-leader and effective influencer;
- Thrives in team environments;
- Self-starter with strong initiative;
- Incessant tinkerer, constantly driving towards better outcomes;