

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-religious-education/>

Director of Religious Education

Description

St. Rose of Lima in Murfreesboro, Tennessee, seeks qualified candidates for Director of Religious Education (DRE). Reporting to the Pastor and a member of the parish staff, the Director of Religious Education works with other staff members to foster and maintain a positive working environment where faith, hospitality, and learning are the primary motivators. The Director of Religious Education is a professional catechetical leader who assists adults, adolescents, and children of the parish in their faith formation while overseeing the parish catechetical and sacramental preparation program. This is a regular, full-time position (37.5 hours).

QUALIFICATIONS/RESPONSIBILITIES

- Practicing Catholic who fully adheres to the Church's teachings in faith and morals.
- Collaborate and meet with the Pastor to discuss matters relating to religious education and sacramental preparation.
- Oversee the development of the Parish Religious Education Program, from Grade Level 1 through High School, in conformity with the guidelines of the Office for Catechetical Formation of the Diocese of Nashville.
- Two direct reports – Coordinator of Religious Education for the Spanish speaking programs and an Office Assistant to fully support both the English and Spanish religious education programs.
- Prepare the Parish Religious Education Program schedule of in-person classes and activities.
- Provide access and inclusion for children with special learning needs.
- Evaluate and requisition resources (textbooks, audiovisual materials, liturgical worship aids, reference works, etc.) which complement the religious education efforts of the parish.
- Recruit and orient volunteer catechists.
- Participate in the Diocesan Meetings for Parish DRE's, Coordinators, and Administrators of Religious Education.
- Schedule dates for celebrations of First Reconciliation, First Holy Communion, and Confirmation.
- Schedule and coordinate the sacramental preparation meetings for parents of school-age candidates for the Sacraments of First Reconciliation, First Holy Communion, and Confirmation.
- Obtain and organize all candidates' and sponsors' pertinent documents required for the celebration and proper recording of the Sacraments of First Reconciliation, First Holy Communion, and Confirmation.
- Provide the documentation to the church for recording of all candidates' Sacraments of First Holy Communion and Confirmation in the Parish Sacramental Registers.
- Prepare and coordinate retreat days for students preparing for Confirmation.
- Prepare and coordinate the Totus Tuus summer program including host accommodations.
- Prepare with the Pastor and Music Director for the celebration of the Sacred Liturgy for the Sacraments of First Reconciliation, First Holy Communion, and Confirmation.
- Communicate regularly with families keeping them updated and informed of program information and inviting them to parish worship events.

Hiring organization

St. Rose of Lima Catholic Church

Job Location

Murfreesboro, TN

Date posted

February 10, 2025

Valid through

10.05.2025

To Apply: visit [ST ROSE OF LIMA CHURCH – Director of Religious Education](#)

COMPETENCIES AND EDUCATION

Education and Experience

- Bachelor's degree in education, theology, or related field with 2-5 years of experience.
- Master's Degree preferred.
- Experience in a Roman Catholic environment is a plus.

Language Skills

- Good oral and written English-language communication skills, including clear speaking voice.
- Good oral and written Spanish-language spoken communication skills preferred.
- Cross-cultural competency skills required.

Other Knowledge, Skills, and Abilities

- Knowledge of Church documents, origins and development of the Church's teachings, and the principles of catechesis.
- Knowledge of modern office procedures and practices, including record keeping and data security methods and techniques.
- Proficiency in Google suite (Mail, Sheets, Docs, etc.) is required.
- Good computer literacy, including ability to navigate online applications and search engines effectively.
- Excellent people skills, including ability to maintain focus on and professionalism with challenging situations, both in person and by phone.
- Ability to build and maintain collaborative relationships, especially catechists and volunteers and families.
- Familiarity with the use of social media and technology for program implementation.
- Good time management, including ability to manage several projects at the same time.

To Apply: visit [ST ROSE OF LIMA CHURCH – Director of Religious Education](#)