

Diocese of Nashville

<https://dioceseofnashville.com/job/receptionist-2-2-2-2-3/>

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

Hiring organization

Saint Rose of Lima Catholic Church

Job Location

Murfreesboro, TN

Date posted

November 8, 2024

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program information and inviting them to parish worship events.

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.

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