**CHURCHES OF ST. EDWARD, ST. FRANCIS OF ASSISI, & ST. MARY**

Job Description for Religious Education Coordinator: Grades 7 – 11

Deadline for applying: March 22, 2021. Application form online: [https://www.238catholic.org](https://www.238catholic.org/) Mail to the office or send it to Fr David Grundman: [frdpgrund@gmail.com](mailto:frdpgrund@gmail.com) or questions call him: 320-309-4174.

**Position Description**

Title: Youth Coordinator for Religious Education

Supervisor: Fr David Grundman

Fair Labor Standards Act: Non-exempt

Hours: Part time as required

**Job Summary**

The Youth Coordinator of Religious Education administrates catechetical programs and provides leadership to assist teachers and students deepen their Catholic faith. The curriculum is flexible such as “Chosen”, “Decision Point”, “Theology of the Body” or Sadlier’s “Inspired by the Spirit”.

**Qualifications**

Previous experience and/or a strong desire to educate and pass on the Catholic faith

Detail-oriented, ability to keep accurate records

Ability to maintain confidentiality

Ability to communicate – both written and orally – with youth and parents

Successful completion of a background check

**Responsibilities**

The following tasks are to be completed:

* + Meet with the Pastor to coordinate religious education calendar
  + Create a curriculum calendar for parents and students to follow
  + Work with the office when necessary to order supplies, books, etc. that will be needed for the year
  + Assist and help coordinate Mass for Sacrament of Confirmation
  + Coordinate teachers, aides and other volunteers
  + Encouraging and coordinating student involvement with Youth Ministry events

**Compensation**

This is a part time paid position.

I agree to the above Job Description, and will perform these duties. By signing and dating this form, I am formally accepting the position.

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_