



St. Mary of the Annunciation

**24 Conant Street
Danvers, MA 01923
978-774-0340**

DIRECTOR OF RELIGIOUS EDUCATION GRADE K-8

General Statement of Duties:

Director for Religious Education Program Grade K-8

Supervision Received: Pastor

Supervision Exercised: Executing Religious Education Program for Grade K-8 and the Sacramental Preparation Program for Grade 2 including First Reconciliation and First Eucharist

Responsibilities:

1. Core Catechetical Responsibilities

- a. Provide and direct religious education for parishioners in Grade K-8
- b. Working independently to facilitate, organize, recruit and train volunteers and supervise all activities, community service, special projects, worship, and all other matters as it relates to Religious Education Grade K-8
- c. Responsible for sacramental preparation for Grade 2, including but not limited to First Reconciliation and First Eucharist
- d. Implement any special programs including but not limited to the archdiocesan Programs
- e. Maintain all aspects of safety, as determined and mandated by the archdiocese, for all adult volunteers, as well as all the children

All core catechetical responsibilities include the components of word, worship, community and service

2. Program Responsibilities

- a. Determine curriculum, organize and facilitate all aspects of the program, recruit and train all catechists and volunteers, and supervise all aspects of the weekly program, as well as community service and special projects for Religious Education Grades K-8
- b. Provide own secretarial services for the Religious Education Program Grade K-8, including but not limited to, determine curriculum and order materials, initiate and process registrations, maintain database, create schedules and calendars, create and provide curriculum guidelines, provide announcements in the bulletin, provide updates to Parish website pertaining to this

program, prepare letters for parents/students, initiate and maintain any necessary mailing or emailing, purchase all materials for the program and permitted within the budget

- c. Schedule and run all parent meetings for Grade K-8
- d. Schedule and run all catechist meetings for Grade K-8
- e. Schedule and coordinate all virtual meetings using Zoom platform
- f. Coordinate with Business Manager the program budget
- g. Attend parish staff and ministry meetings
- h. Recruit, train, coordinate and supervise volunteers for the program
- i. Determine, prepare and provide varied service projects, retreats, activities, speakers for Religious Education Program Grade K-8
- j. Schedule and coordinate all grade level Masses for worship component, recruit and train children for active participation
- k. Act as an information liaison between children, parents, administrative staff, catechists, clergy, school community, and the greater community
- l. Maintain parish safety guidelines - Secure CORI forms for all adult volunteers, as well as determine and complete Virtus training, *Protecting God's Children*, for all adult volunteers within the program. Complete safety lessons as directed by the archdiocese, using approved curriculums, for all children in the program
- m. Any other related duties pertaining to this position

Qualified applicants should send a résumé and three letters of recommendation to the attention of Fr. Michael J. Doyle, pastor, at **stmarydanvers@comcast.net**