

Job Description
Director of Religious Education
Basilica of Saint John the Baptist and Saint Peter Church

Part time but full time considered

Resume accepted by e-mail to both email addresses:

elj726@gmail.com

basilicaofstjohn@gmail.com

subject line: Director of Religious Education Position

or mail to both addresses:

Fr. Edward L. Beneleit, Pastor
726 Cleveland Ave
Canton, OH 44702

Fr. Ronald M. Klingler
627 McKinley Ave. SW
Canton, OH 44702

Requirements:

Practicing Catholic in good standing in the church

Prefer a Bachelor's Degree with a major in theology. Will consider a minor in theology.

Responsibilities:

General responsibilities

- Attend Diocesan meetings
- Some travel required for Diocesan meetings
- Encouraged to work together with other parish ministries
- Attend weekly staff meetings
- Specific hours worked each week determined by schedule of programs; therefore, evening and weekend hours are required

Specific Ministry Requirements

Parish School of Religion

- Plan curriculum based on diocesan requirements
- Order textbooks
- Recruit and supervise catechists
- Set up and prepare for sessions
- Schedule catechist meetings
- Prepare special prayer services and learning opportunities during the liturgical year

- Maintain information files: emergency medical information, sacramental records, attendance records, and special needs
- Ensure catechists and volunteers have been certified in the diocesan Child Protection Policy

Youth Ministry

- Recruit and train catechists
- Plan monthly youth meetings
- Organize and attend community service projects for youth
- Participate in Stark Youth Ministry Collaborative
- Maintain information files: emergency medical information, sacramental records, attendance records, and special needs
- Participate in Diocesan Youth Convention organizational meetings
- Ensure catechists and volunteers have been certified in the Diocesan Child Protection Policy

Sacramental Preparation

- Plan preparation for First Reconciliation, First Communion, and Confirmation based on diocesan requirements
- Plan and facilitate retreats
- Maintain information files: emergency medical information, sacramental records, attendance records, and special needs
- Order gifts/books for those receiving sacraments

RCIA

- Set schedule based on diocesan requirements
- Attend weekly session
- Prepare lessons
- Attend Easter Vigil
- Maintain files regarding catechumens and candidates

Adult Faith Formation

- Work with the Adult Faith Formation Committee
- Weekly scripture study of the upcoming Sunday readings
- Other seasonal classes such as: book discussions, Bible studies, presentations, missions

Facilitate the combined Prayer Line

Social Media - update social media sites as needed