

All Souls Catholic Parish Religious Education Coordinator Job Description

Collaborate with Pastor, Associate Pastor, Music Director, and other Parish Staff members.

Direct faith formation programs for all children and their families in the parish community, with attention to cultural implications in the community.

Direct faith formation programs for adults who request the sacraments, including Adult Confirmation, RCIA, Marriage, and Baptism for their children.

Direct sacramental preparation that uses most current methodologies and includes parents; plan rituals for the reception of the sacraments.

Select appropriate formation curriculum and materials based on the USCCB and Archdiocese of Chicago guidelines.

Maintain accurate records that follow Archdiocesan policy and guidelines for sacraments, enrollment, attendance, medical and legal matters.

Collaborate with the Pastor and Operations Director to prepare an annual budget and follow parish best practices for financial reporting by submitting financial records in a timely manner to the Director of Operations.

Support catechists and volunteers in lesson plan development to ensure programs achieve overall goals, objectives, and vision for strong lifelong formation in parish.

Conduct monthly family faith formation meetings for parents of students enrolled or receiving a sacrament.

Plan and prepare the liturgy, ceremony, and rehearsals for all sacramental celebrations, including the Sacrament of Reconciliation, First Communion, and the Sacrament of Confirmation for children and adults.

Implement the Culture of Evangelization, identify, form, and support spiritual growth of catechists and volunteers in coordination with the Evangelization Lead and the Office of Lifelong Faith Formation.

Conduct Fostering Faith Program for Catechists and their continuing faith formation in coordination with the Evangelization Lead and the Office of Lifelong Faith Formation.

Coordinate retreats and days of reflection opportunities for the parish.

Attend and participate in the Vicariate, Diocesan, and regional or national formation meetings in Catechesis, Youth and/or Adult Faith Formation and Evangelization meetings.

Other tasks as assigned by Pastor, including:

- Implement Youth Ministry & Adult Bible Formation where possible.
- Accompany the young people in the parish throughout their development as whole persons through a process of formation that integrates all the dimensions of life and faith.
- Utilize the aims, principles, processes, and methods of catechesis with youth in implementing faith formation appropriate to their particular spiritual growth stage.
- Empower youth to celebrate and deepen their relationship with Jesus through individual and communal prayer and participation in the liturgical and devotional life of the Church.

- Affirm and call forth the unique gifts of youth and the adult team serving them by providing opportunities for leadership development, and vocation discernment.
- Conduct The Great Adventure Bible study program or similar program.
- Expand the Youth Ministry program at the Parish.
- Introduce Alpha or another comparable program to the Parish.

As Virtus Site Administrator:

- Verify, monitor, and update the online databases for criminal background checks results and other compliance records (Virtus Online System) for clergy, employees, and volunteers on a regular basis. Regularly keep the pastor informed regarding the compliance of all employees and volunteers, including “restrictions” and “rejections.”
- Ensure that all clergy, employees, and volunteers have active Virtus accounts.
- Maintain compliance records for employees and volunteers.
- Collect and review for accuracy completed CANTS Forms annually at the beginning of the school year, and after making a copy of each, send them to DCFS in Springfield.
- Review accounts based on site roles and accompanying compliance requirements.
- Act as a liaison for the pastor to the Safe Environment Office.
- Assist pastor in verification of compliance records when completing the Annual Audit Report from the Office for the Protection of Children & Youth.

Position Title: Coordinator of Religious Education

Submission Email: office@allsoulscatholicparish.org

All Souls Catholic Parish at St. Ann Church, 3101 Ridge Road, Lansing, IL 60438, 708-895-6700

www.allsoulscatholicparish.org

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For more information, contact Fr. Mark Kalema at 708-895-6700