

Job Posting Form

Date Posted: July 14, 2020

Send completed application to: Rev. Bart W. Lipiec, Pastor
St. Martha Parish
10 French Rd.,
Depew, NY 14043

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Director of Religious Education

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Martha Parish Department Faith Formation

Location Address: 10 French Rd., Depew, NY 14043

Employer Website: www.stmarthadepew.org

Brief Job Description

Administration of Parish Religious Education [Faith Formation] Gr. 1-12. Support of Program, schedule, curriculum, teachers, etc. Continuation and enhancement of Family Based Education. Possible online & Zoom Sessions.

Essential Duties & Responsibilities:

1. Administration
 - Review curriculum and make recommendations
 - Maintain records for registration, attendance
 - Maintain library and other sources
 - Prepare, implement and monitor budget
 - Prepare and monitor yearly calendar
 - Set goals and philosophy
 - Maintain Religious Education Website
2. Classroom Support
 - Recruit/schedule/coordinate teachers/assistants/advisors
 - Train teachers/advisors
 - Nurture and support teachers/advisors (recognition, regular contact, provides tapes of services, etc.)
3. Publicize and Communicate
 - Promote RE (newsletter, announcements, parent letters, newspaper)
4. Promote Community Building
 - Assist families in engaging in activities
 - Organize intergenerational events, social and worship
 - Coordinate and plan parent workshops
 - Compliance with **VIRTUS** directives
5. Activities
 - Keep abreast of new resources, curricula, educational philosophy, etc.
 - Attend district meetings/workshops/training
 - Network with other DREs and District consultants

Qualifications: Required Education/Experience

Education:

Minimum: College degree in related field

Experience:

Minimum:

- Parish experience in Education
- Learning strategies
- Practicing Catholic

Desired Skills

- Good Communicator
- Good Social Skill
- Leadership Ability

E.O.E.

How to Apply: By Mail E-Mail as above. No later than: ASAP