The Catholic Center at the University of Georgia is seeking a part-time Director of Religious Education (DRE).

Job Description

The Catholic Center is seeking a highly organized and mission-aligned Director of Religious Education. This is a part-time role ideal for someone with strong organizational skills, a heart for service, and a deep understanding of Catholic values.

Key Responsibilities (Parish Religious Education Program)

- Oversees the development of the Parish Religious Education Program from Pre-K through Eighth Grade, in conformity with the guidelines of the Archdiocese of Atlanta.
- Schedules Faith formation opportunities for children and parents within the Religious Education program and is responsible for the RE Program Calendar.
- Trains and oversees catechetical instructors with the university and Catholic Center community to maintain a high degree of Catholics who lead and teach the children.
- Research and requisitions resources (textbooks, liturgy materials, etc.) which complement the religious education efforts in the Ministry and church.
- Orders all sacramental materials and supplies for Reconciliation, First Eucharist, and Confirmation.
- Ensures that the Safe Environment requirements, policies, and mandates for Catholic Center Ministries, Staff, College, and Community.
- Updates faith formation programs and is open to new teaching and learning techniques, enhancing the environment of the children and the participation of the parents.
- Ensures education for catechists and parish volunteers comply with the Office of Safe Environment through Virtus and Background checks.
- Ensures that staff comply with the Office of Safe Environment through Virtus and background checks.
- Ensures all Religious Education students are instructed on the Archdiocese Virtus: Save Environment Protecting God's Children.
- Meets with the head of the clergy to discuss matters relating to the religious education and sacramental preparation, implements Archdiocesan policies and

procedures per the directives from the Office for Evangelization and Catechesis, ensure that the Religious Education Program's schedule of classes and activities are coordinated during the staff calendar planning process.
- Prepares yearly budget relating to the Religious Education Program.
- Create RE data of registered individual RE Families Pre-K-High School, RE Tuition Excel program, RE individual grade level sacramental classes, and non-sacramental classes with Catechists.
- Meets and coordinates with the High School Youth Group Catechists and students in guidance and spiritual formation twice a month.

Key Responsibilities (Sacramental Program)

- The DRE oversees the coordination and sacramental preparation of the Center's school-age candidates who attend the RE Program.
- Schedules dates for First Penance, First Holy Communion, and Confirmation
- Schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion, and Confirmation.
- Schedules Sacramental Make-up lessons for those students who are absent from their scheduled lessons.
- Schedules, prepares, and coordinates retreat days for students preparing for First Communion and Confirmation with their sponsors and parents.
- Creates and oversees catechetical plans for older baptized Catholic children who seek the reception of First Penance and or First Holy Communion.
- Schedules a sacramental retreat for First Communicants and Confirmandi.
- Monitors and supports Confirmation Students through volunteering for the church, school, community, and family.

Qualifications and Skills

- **Faith-aligned:** A practicing Catholic or someone with a deep respect for Catholic teachings and mission.

- **Education:** Bachelor's degree or a certificate in Theology, Pastoral Studies, or Catechetics; a Master's Degree is preferred
- **Experience:** Certified DRE or in the process of certification through the Archdiocese of Atlanta, as well as VIRTUS Trained
- **Tech-savvy:** Proficient in Microsoft Office, Google Suite, and scheduling tools.
- **Highly organized:** Ability to multitask, prioritize, and manage time efficiently.
- **Excellent communication:** Strong verbal and written skills.
- **Discretion and confidentiality:** Ability to handle sensitive church and community matters.

Details

- **Position:** Part-time staff
- **Hours:** 25-30 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

How to Apply

All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to bulletin@ccatuga.org.