

# THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

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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 High School, 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

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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.

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- **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](mailto:bulletin@ccatuga.org).