



St. Francis Xavier
Missoula's Jesuit Parish
420 West Pine Missoula, MT 59802
(406) 542-0321

Director of Religious Education

St. Francis Xavier Parish is seeking a Director of Religious Education. The position is a part-time salaried position with compensation commensurate with experience.

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization and social justice.

POSITION TITLE: Director of Religious Education

I. POSITION GOAL

To direct the Religious Education programs for children and families at St. Francis Xavier Parish. These programs include the following: Children's Faith Formation, Sacramental Preparation for First Reconciliation and First Eucharist, High School Confirmation, RCIA, Middle and High School Youth Group and Sunday morning CLOW ministry.

II. RESPONSIBILITIES

1. Administration

- Chair the Faith Formation Commission; calling meetings, creating agendas, and seeing the Commission proposals are effectively carried out
- Create and review curriculum for grades Pre-K through 12th grade
- Maintain records for registration and attendance
- File and distribute all pertinent material to registered families

- Maintain teaching materials and other resources for volunteer teacher catechists
- Prepare, implement and monitor an annual budget
- Prepare and Monitor a yearly calendar
- Set specific program goals
- Attend regular weekly Parish staff meetings
- Submit names and new volunteer forms for background check and Safe Environment Training
- Prepare agenda items for catechist teachers and committee meetings

2. Classroom/Youth Minister support

- Supervise, recruit, schedule and coordinate catechist teachers, assistants, youth minister, and youth minister adult leaders
- Coordinate with Sunday childcare lead teacher on Sunday mornings
- Train catechist teachers/youth minister leaders
- Nurture and support catechist teachers/youth ministers (recognition, regular contact, support with knowledge, resources and pertinent materials, etc)
- Work with Parish school teachers at various grades to provide resources, materials and visits to the classroom (specifically, but not limited to, First Reconciliation and First Eucharist)

3. Publicize and communicate

- Prepare/publish/distribute literature for above programs
- Communicate with the Pastor, Parish staff members, bulletin editor, Advancement and Communications ministers
- Promote Religious Education Awareness: website, bulletin, newsletter, announcements, parent email letters (to begin in 2016)

4. Promote community building

- Assist families in engaging in activities

- Organize intergenerational events, social and liturgical
 - Recruit for Sunday hospitality and maintain contact volunteers (via Sunday mornings or email)
5. Diocesan and Deanery “at large” participation
- Keep abreast of new resources, curricula, educational philosophy, etc.
 - Attend Deanery Director of Religions Education meetings
 - Attend workshops/training such as Religious Education Conference
 - Network with other Directors of Religious Education and Youth Ministers

IV. QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and /or abilities required.

- 2 years direct teaching experience with youth / young adults – ability to creatively instruct students of all ages using innovative and inspirational methods
- Demonstrated background in curriculum assessment – ability to design and implement and troubleshoot dynamic curriculum
- Must have supervisory experience. (position supervises both Youth Group Director and multiple volunteers)
- Must be able to engage youth over the summer months
- Communications skills - Ability to communicate effectively and to establish effective working relationships with volunteer catechists and youth ministers and convey a genuine concern for their needs. Provides public presentations as necessary
- Have a positive and empathetic attitude, excellent people skill and impeccable integrity
- Must be accessible, responsive and flexible to handle the changing needs of the church
- Excellent clerical, computer and organizational skills
- Effective verbal, writing, editorial and publishing skills
- Experience with Google Calendar and Microsoft Office Suite

IV. PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift 20 pounds
- Able to walk up two flights of stairs
- Must comply with a background check and Virtus training
- The Director of Religious Education is required to sit, talk, and hear
- The Director of Religious Education is occasionally required to walk, stoop, kneel or crouch
- Local travel may be required

V. DIOCESAN COMPLIANCE

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Additionally, all applicants must complete a Diocese of Helena Employment Application which is located under Employment Opportunities on the Diocese of Helena Web page or through the link below.

<http://www.diocesehelena.org/offices-and-ministries/human-resource-services/employment-opportunities/>

Please send your resume to the attention of Fr. Joseph Carver, S.J. by email at jearver@sfxmissoula.org or you may drop it off at the parish office at the address listed above. Applications will be accepted through Friday, May 19th.