Saint John Paul II Parish

279 Hamilton St

Southbridge, MA 01550

508-765-3701

Application for

Director/ Coordinator of Religious Education

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment Availability \_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Preparation**

Name and Location School/ College

High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/ University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Director/coordinator of Religious Education should be a person of mature faith, committed to sharing this faith in Christ Through the catechetical Mission of the Church.

**How have you shown evidence of this faith commitment in your life and ministry?**

1. Important, too, are leadership abilities: to call for the gift of others for this ministry, to assess catechetical needs, to set attainable goals, to organize people and resources, and to supervise and evaluate the results. As well as Religious education and administration?

How have you shown evidence of these leadership abilities in your experience?

CERTIFICATES: Religious Education:

Diocese \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Certification\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Employment (please list last employer first)**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posittion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activities** (Volunteer experience in Church or community activities)

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REFERENCES (Provide the names and addresses of those individuals who are familiar with your work, such as pastors, administrators, etc. Please send the enclosed reference forms to the three listed, including one clergy reference.

Name address Relationship Toward Applicant

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**All who serve in Catholic in the Saint John Paul II Parish should be made aware that support of this witness statement must be reflected in their public behavior, including:**

Believe in Jesus ‘Christ

Engaging in a life of prayer and worship

Exercising prudence with confidential information related to work.

Respecting ecclesial authority

Essential Responsibilities:

* Coordinating and supervising catechetical programs for children and parents, including sacramental preparation and school of religion.
* Planning and communicating class schedule.
* Managing marketing (electronic and paper media) to promote sign-ups for classes.
* Recruiting and training volunteer catechists.
* Conducting registration and tracking attendance. Collecting and depositing related fees.
* Choosing curriculum and ordering textbooks and supplies for all Religious Education and RCIA programs.
* Attending and helping facilitate religious education classes.
* Supporting catechists. Meeting with catechists every three months.
* Coordinating/Supporting the English-speaking and Spanish-speaking “RCIA” process for adults and children by facilitating rites, classes, classroom access, and study material.
* Maintaining records for sacramental preparation and program participation. Submitting reports to the Pastor and Diocese.
* Facilitating 1st Communion, 1st Reconciliation, and confirmation and helping plan retreats and celebrations.
* Coordinating with TCA to register and facilitate first communion and reconciliation for their second and third-grade students. Supporting these students' reception of Baptism when needed.
* Meeting parents once a month and facilitating parents' monthly classes in preparation for the children's reception of the sacraments.
* Coordinating youth Groups, activities, meetings, and outings.
* Coordinating, planning, and facilitating events for monthly Family Mass. Supervising and training children in the various roles assigned for each mass.
* Coordinating, planning, and leading the Christmas Pageant
* Planning and advertising the summer Vacation Bible School.
* Holding one yearly fundraising event (Fish Fry during Lent) to raise needed funds for the RE yearly program.
* Coordinating, planning, and facilitating “Giving Tree” meetings, applications, church tags display and gift reception and distribution in support of needy families in the local community.

**Knowledge, Skills, and Abilities:**

* Ability to create, organize, and execute plans; takes initiative.
* Ability to collaborate and build effective teams/relationships at various levels.
* Attention to detail.
* Strong communication skills.
* Bilingual (Spanish and English) communication skills.
* Good communication with the Pastor.
* Basic/sufficient formation in administration, theology, psychology, and education.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_