

St Thomas the Apostle, Naperville, IL
Director Religious Education (Elementary)
Full-time, Benefited

Position Summary

Seeking Director of Religious Education (DRE.) Candidate will lead the faith formation and sacraments of First Communion and First Reconciliation for elementary-aged parishioners Pre-K through Grade 5 (around 200 children) and families of St. Thomas the Apostle Catholic Church. DRE will work in collaboration with St. Thomas Faith Formation Team: Middle School Faith Formation Coordinator, Director of Youth/Young Adult Ministry, Director of Adult Faith Formation and part time Administrative Assistant towards fulfilling the parish mission and vision. Candidate must have strong organization skills, collaborate well to ensure cohesion across all Faith Formation, and be a agile team member, but feel confident working autonomously.

Responsibilities

- Develop scope, sequence and budget for all programming Pre-K through Grade 5
- Cultivate and maintain meaningful, collaborative faith-filled relationships with Diocese Deanery, Faith Formation team, Faith Formation Commission and other pastoral and ministry leaders
- Oversee and direct youth preparation for the Sacrament of First Communion and First Reconciliation to ensure all students complete all milestones within sacramental preparation according to diocese requirements (prayer services, parent meetings, etc.)
- Recruit, form and support all ministry coworkers: catechists, grade level coordinators, and other elementary ministry coworkers. Build trust and community within these ministry groups
- Select/update curriculum and materials based on the USCCB and Diocese of Joliet guidelines
- Collaborate with grade-level coordinators to provide engaging and consistent lesson plans to children in grades Pre-K through Grade 5 Religious Education
- Oversee Religious Education classes on Saturday mornings (8:30-9:45 a.m.) and Tuesdays (4:30-5:45 p.m.)
- Attend weekend and weeknight meetings and events to support the programming and activities of the parish and faith formation

Diocese Responsibilities

- Complete Franciscan at Home trainings each year
- Attend monthly West DuPage Deanery Meetings, diocese meetings at the Blanchette Center, annual DRE Retreat, annual Catechist Evening of Formation and any other diocesan training required
- Ensure all volunteers are compliant with VIRTUS and evolving diocese requirements
- Ensure all catechists complete faith formation each year

Parish Responsibilities

- Coordinate Children's Liturgy of the Word
- Coordinate and oversee the Christmas Eve Pageant
- Oversee Scripture Safari Summer VBS
- Staff Liaison to Nursery Coordinator
- Coordinate parish-wide family faith activities throughout the year
- Serve on the Faith Formation Commission (meets Wednesday evenings bimonthly)

Skills & Competencies

- Theology or Pastoral Ministry degree or relevant experience
- 3-5 years of DRE or related ministry experience, preferably at a large parish
- Excellent verbal and written communication experience
- Ability to form strong, trusting relationships (staff team, volunteer team, youth team)
- Strong project management skills
- Comfortable and experienced in having healthy relationships with minors and parents
- A strong and active faith life in a Catholic community.

Personal Attributes

- A missionary disciple with a heart for evangelization and love for serving the Church
- A servant leader who fosters a welcoming and inclusive environment
- A self-motivated individual who is organized, detail-oriented and adaptable
- An agile team player with a collaborative spirit, yet comfortable working autonomously.
- Openness to learning and comfort with challenges that required creative problem solving

Salary Range

Salary range for this position is \$50,000 - \$65,000 annual, depending on experience. This is a full-time position with benefits.

Benefits

We offer comprehensive benefits, including medical, dental, and vision coverage; life and disability insurance; flexible spending accounts; a defined pension plan; a 403(b) plan; paid personal leave and holidays; plus, various supplemental insurance options.

About the Employer:

Saint Thomas the Apostle Catholic Church is a vibrant and welcoming Catholic faith community strongly guided by the vision of the Second Vatican Council. We strive to live by the motto, "All are Welcome" and seek to meet every person where they are in their faith journey and faithfully and compassionately journey forward with them. Led by the Holy Spirit, rooted in the Eucharist, St. Thomas the Apostle strives to be an inclusive servant community – to be Christ in the World. We bear the Good News of God's unconditional love to all generations through worship, faith formation, witness and service.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply for this position, please send resume and cover letter to lkmec@stapostle.org. Please reference Director Faith Formation in subject line of email.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB ¹

- The physical demands described below 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 essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned, including the ability to lift up to 50 pounds, if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional additional evening hours may be available, flexibility to adjust to other department/business needs.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.