

DRE Job Description

The Director is responsible to the Pastor, Business Manager & the RE Commission for all educational concerns dealing with Elementary and Secondary Religious Education. The DRE is expected to keep an open communication with the Pastor, Business Manager & RE Commission on all aspects of events upcoming and presently taking place; (i.e. retreats, searches, invited speakers, scheduling dates, books and materials for study etc.). The Pastor & Business Manager is expected to be of assistance to the DRE for materials and direction. Other responsibilities include:

Article I. Teachers:

1. Each grade level has a teacher(s) who are assigned a class, preferably two teachers per grade level, or a teaching assistant. All classes must meet Safe & Sacred standards.
2. It is imperative that all teachers & volunteers be Safe & Sacred trained before VBS, or the beginning of classes.
3. The DRE must keep open communications with his/her teachers and hold teacher's meetings on a regular basis.
4. The DRE must keep an open line of communication with parents.
5. The DRE needs to be of assistance to the teachers. This means helping in arranging for substitutes or any other needs the teachers may have.
6. It will be the DRE's responsibility, with the Pastors approval, to choose the best curriculum for the teachers and students for the year.
7. The grades which need to be considered are; Pre-K through 8th Grade, Junior High & High School.
8. It will be the DRE's responsibility to recruit youth ministry leaders for secondary level youth groups, retreats & VBS Programs.

Article II. Scheduling:

1. It will be the DRE's responsibility to set up the current year's calendar. Setting class dates, times, free days, First Reconciliation, First Eucharist, Confirmation and any other activities for the year. The DRE will be required to work with the teachers to obtain lesson plans for each level elementary and secondary.
2. It will be the DRE' responsibility to enroll children in the program and through ParishSoft keep an up to date record of that enrollment. It is also the DRE's responsibility to keep a record of all activities for each grade level elementary and secondary.
3. With the assistance of the teachers, to organize the outside activities such as ski trips, bowling, pizza parties, field trips. All activities over \$200 in cost to the parish need approval from the Pastor and discussed with the Parish Finance Council.

4. The DRE is responsible for making all purchases. Any materials ordered/purchased from the DRE or teachers needs to be first preapproved with a parish purchase order and followed up by an approved Parish reimbursement form.
5. All paperwork and secretarial duties will be done by the DRE or a volunteer arranged by the DRE.
6. There should always be time for group prayer, with the teachers and the students. How this is achieved is up to the DRE.
7. The DRE will need to coordinate with the Pastor and Business Manager a time for the beginning of the year registration if it is to be in conjunction with the weekend Liturgy. The details of how this should be done; (i.e.) pot luck, party, sign-up after Masses etc.) will be decided on by the DRE
8. The Pastor and DRE are to coordinate together dates for First Reconciliation, First Eucharist and Confirmation. The DRE and teachers for those grades receiving First Reconciliation would put together a Reconciliation Service with the aid of the Pastor if needed.
9. The DRE needs to be in contact with those in charge of weekend Liturgy scheduling as to the assignment of acolytes for the weekends.
10. A written evaluation of the program by parents, students and teachers will be conducted at the end of the school year.
11. The DRE will develop and manage a yearly Vacation Bible School program.
12. Oversee a Youth Mass once a month at each parish.

Article III. Yearly Organization of Classes:

1. Order books and materials for each class.
2. Develop clear weekly lesson plans for each level so parents, volunteer teachers, staff and leadership understand what will be expected and taught.
3. Make sure there is sufficient amounts of pencils, paper etc. available for teachers and students. It will be up to the teachers to contact the DRE as to what the DRE needs for supplies other than the text books used for the year.
4. DRE is to always check on the status of open windows, locking the doors, turning of lights, check heating thermostat and turn down etc.
5. After three consecutive misses by a student, the parent/guardian should be notified by a brief letter. Teachers need to notify the DRE of this issue.
6. It is the responsibility of the DRE to obtain all Baptismal Certificates from Parents/Guardians before First Eucharist and Confirmation. It is also up to the DRE to record such information in the Sacramental Record Book in the Parish Office.

This is expected to take place **within 1 week** after the administration of the Sacraments.

7. After Confirmation and First Eucharist pictures are taken. The DRE needs to make sure a picture with the names of those teachers and students is sent to the Diocese to be put into the Diocesan paper.
8. Registration Fees need to be set in conjunction with the Pastor and advertised in advance to Parents. This can be done through the Parish weekly bulletin along with a letter drafted by the DRE to parents.
9. At the end of the school year the DRE will be evaluated by the Pastor and/or Business Manager in conjunction with the recommendations of the parish/finance councils.

Article IV. Administrative

1. It is the DRE's responsibility to oversee all administration of the Safe & Sacred Program including the LIFE program with the youth. All training is to be done in a timely manner and all papers filed with the Diocese on time.
2. The DRE will develop quarterly goals for each level of the program, prek-12th grade. All goals will be reviewed by the Pastor and the RE Commission. Each year the DRE should have goals as to how to increase enrollment and enhance the program.
3. It will be the DRE's responsibility that all permission slips and forms for field trips are completed and turned to the Business Manager before the event.
4. It is up to the DRE to be in communication with the Parish Office as to any bulletin announcements to be made.
5. It is the DRE's responsibility to take photos of events and activities in the program throughout the year. These will be used in the bulletin and in obtaining the DRE grant for the next year.

Article V. Adult Education

1. Begin a "Family Night" program to welcome families and foster deeper relationships within the church community.
2. Implement a craft day or adult activity at a parish once a month
3. Research Bible or religious study programs for adults and/or families. Work with members of the Parish to implement programs throughout the year.

The salary for the Director of Religious Education will be agreed upon in consensus with the Pastor, Applicant and the Parish Finance Council

