

Employment of the Coordinator, DRE or Youth Minister

An appropriate touchstone for a Coordinator/DRE/Youth Minister's agreement is the biblical one of "covenant". The parties make mutual promises in a spirit of love and fidelity; the community commissions the individual to exercise a God-given charism in its midst, while the individual pledges his/her service to the community.

The above paragraph suggests the appropriate "spirit" of agreement negotiations within the Church. However, it is equally important to keep in mind that Church communities are also human institutions. As such, they benefit by agreements with clear specifications which assure justice for all parties. The National Catechetical Directory (#214) clearly states this:

Pastors or parish boards which hire directors or coordinator/ DRE/Youth Ministers must formulate clear and specific agreements with them concerning their duties, in line with diocesan policies. These agreements should also specify the spiritual, psychological and financial support to be provided by the parish.

The National Parish Catechetical Directors (NPCD) Association in its publication, *A Day in the Life of a DRE*, agrees:

These documents should reflect the underlying and ultimately more important spirit of community. In other words, while our work is best described as a ministry, it is also important that we be professionals, even though that term is open to many interpretations. We cannot just pray that the Spirit create the kind of community we seek; we have a significant role in bringing about that community. Specifically, our role is educational and that means we should have special skills in our area.

All decisions related to the employment of Archdiocesan (and parish) employees should be made in accordance with the guidelines outlined in the Human Resources/Insurance Handbook published by the Archdiocese of Los Angeles' Human Resources/Insurance Department. Note particularly the following from that manual:

The Archdiocese treats all employees equally based on merit, competence, and qualifications, without being influenced by race, color, sex, age, marital status, medical condition, national origin, handicap or veteran status. This applies to hiring, promotion, transfer and termination. The Archdiocese reserves the right to be the sole judge of merit, competence and qualification, and can favor Catholic applicants and co-workers in all employment decisions.

The Archdiocese makes every effort to hire new employees into positions that will most effectively use their abilities and where they can best achieve both personal satisfaction and career growth.

Our employer-employee relationship is known technically as "employment at will" where either the employee or the Archdiocese can terminate the employment relationship at any time for any reason. That is, this relationship implies no guaranteed or contractual obligation.

Human Resources/Insurance Handbook

The following are provided as guidelines only for responsibilities of the employee and employer.

I. Employee's responsibilities:

a. Agreement of the Coordinator/DRE/Youth Minister to perform the duties described within the job description.

b. Specifications for the use of time: number of hours, days, office hours; responsibilities in relation to vacation.

c. Other employee/volunteers with whom the Coordinator/DRE/Youth Minister has a working relationship (should be described).

d. Those to whom the Coordinator/DRE/Youth Minister is accountable, and how.

e. Description of the relationship the Coordinator/DRE/Youth Minister has with pastoral team, parish council, parish school, etc.

II. Employer's responsibilities: (See Human Resources/Insurance Handbook)

a. Provides a job description for the position.

b. Salary and mode of payment (i.e. every two weeks, once a month, etc.).

c. Identification and description of benefits:

Social Security, health/disability/life insurance, retirement plan.

Provision for continuing education (time and finances) professional expenses, reimbursement for job-related expenses.

Days off, vacation, sick leave.

d. Provisions for use of facilities and secretarial help.

e. Brief description of the evaluation process and the criteria to be used in assessing performance should be given to the employee.

Developing a Role and Job Description for Catechetical and Ministerial Personnel

An important element in seeking appropriate catechetical/ministerial personnel is the development of a clear and realistic description of the roles and responsibilities of the position. Experience has adequately demonstrated that when there is no clear job description, the possibility of severely divergent expectations regarding a person's responsibilities increases. The process of drawing up a job description is a helpful experience for those who will be involved in the decision-making, screening, interviewing and hiring process to clarify their own vision and expectations. A clear job description enables possible applicants to get a realistic understanding of the position.

Once the position is filled, there exists the possibility that needs or circumstances may arise that will necessitate a revision of the job description. Adjustments can and should be made as required.

Checklist of responsibilities:

What should a job description contain? As an overall purpose, one should keep in mind that the job description is a reference for checking one's responsibilities in case of conflict or questions regarding job expectation. Additionally, it is a criterion for evaluating job effectiveness.

It would be important for several people to do the checklist and then share their results. The pastor, parish staff members, some education committee members and a few persons in the group to be served should be involved in an initial way in this process. However, the final job description should be approved by the pastor and any other person or group who will be involved in making the employment decision.

The following checklist may help to develop a job description. (Also see Human Resources/Insurance Handbook section 1, page 1.15 and following.)

As one who *directs*, the Coordinator/DRE/Youth Minister:

- 1) Provides opportunities for the spiritual growth of the staff of the catechetical/youth program.
- 2) Conducts regular meetings.
- 3) Offers team-building events as necessary.
- 4) Evaluates effectiveness of staff and program and guides them.
- 5) Plans staff commissioning.
- 6) Develops and/or operates the parish Religious Education Resource Center.
- 7) Takes the lead role in determining goals and prioritizing objectives.
- 8) Establishes long-range plans. (i.e. 3-5 years).

As one who *organizes*, the Coordinator/DRE/Youth Minister:

- 1) Determines various departments and programs and coordinates them.
- 2) Clarifies/defines roles and job descriptions:

- (a) responsibilities of each position.
 - (b) authority of position.
 - (c) qualifications desired for this position.
 - (d) performance standards.
- 3) Establishes and conducts recruiting program for volunteers.
 - 4) Selects volunteers.
 - 5) Sees that volunteers attend formation courses, congresses, in-services, etc.
 - 6) Controls expenditures.
 - 7) Establishes policies.
 - 8) Determines the content of the program (methodology, texts, liturgies, etc.) in accord with the Archdiocesan Office of Religious Education.
 - 9) Plans the sacramental programs.
 - 10) Designs the annual program (calendar, schedules, etc.).
 - 11) Provides parent education programs.
 - 12) Prepares the budget and has it approved.
 - 13) Acquires, organizes and provides resources (media, supplies, etc.).
 - 14) Keeps lists, records, etc. of each student.
 - 15) Maintains current sacrament records for the parish files
 - 16) Makes arrangements for the Religious Education Congress attendance.
 - 17) Handles registration of learners.

As one who *communicates*, the Coordinator/DRE/Youth Minister:

- 1) Informs and reports the progress of programs as appropriate to:
 - (a) the pastor.
 - (b) the parish team/staff.
 - (c) the parish.
 - (d) principal of the parish school and teachers.
 - (e) the parish council.

- 2) Attends the parish staff meetings.
- 3) Participates in parish activities.
- 4) Maintains contact with the Archdiocesan Office of Religious Education and other related offices of the Archdiocese.
- 5) Distributes pertinent information.

Recommended Salary Guidelines for Full-Time Parish Positions in Catechetical and Youth Ministry

(These are suggested guidelines. It is hoped they will provide guidance.)

A. CERTIFICATION

POINTS

- Basic Catechist Certification 4
- Certificate - National Certificate Program 10
- Advanced Catechist Certification 10
- Catechetical Administrator Certification 10
- California Master Catechist Certification 12

POINTS A:

B. EDUCATION (Choose one only)

- BA (Major in Theology or Religious Studies) 16
- Graduate Certificate in Religious Education 22
- MA (Theology, Religious Studies, Religious Education, Pastoral Ministry, etc.) 28
- Ph.D. (Theology, Ministry, etc.) 34
- Related Degrees from other fields:
- BA/BS 12
- MA/MS 16

POINTS B:

C. DIRECT RESPONSIBILITY (add all those that are current programs and are included in the person's job description).

- Early Childhood 3
- Catechesis: Grades 1-6 3
- Catechesis: Grades 7-8 3
- Catechesis: Grades 9-12 3

Confirmation 3
Youth Ministry 3
Young Adult Ministry (18-35) 3
Adult Education 3
RCIA 3
Older Adults 3
Pre-Baptismal preparation 3
Parent Education 3
Special Education 3
Marriage preparation 3

POINTS C:

D. NUMBERS OF VOLUNTEERS/EMPLOYEES THAT THE STAFF PERSON SUPERVISES

5-10 volunteers/catechists/leaders 5
11-25 volunteers/catechists/leaders 8
26-50 volunteers/catechists/leaders 12
Over 50 volunteers/catechists/leaders 18

POINTS D:

E. FULL-TIME EXPERIENCE IN CATECHETICAL/YOUTH MINISTRY (Paid or volunteer)

2 years 6
3-5 years 16
6-10 years 24
11+ years 30

POINTS E:

**F. PART-TIME EXPERIENCE IN CATECHETICAL/YOUTH MINISTRY
(less than 20 hr/wk experience)**

1-2 years 3
3-5 years 8
6-10 years 12
11+ years 15

POINTS F:

G. FLUENCY IN ANOTHER LANGUAGE

(as needed) 6

TOTAL POINTS (A-G) SALARY RANGE (as of July 1, 2014)

Less than 35 points -37,440
36- 55 points 37,440 -39,000
56- 75 points 39,000 -43,000
76- 105 points 43,000 -47,000
106- 135 points 47,000 - 51,000
135+ points 51,000+

Current Information Relating to Safe Environment Policies

The most current information regarding Archdiocesan policies, training and other resources are available on the webpages devoted to [Protecting Our Children](#).

Navigate directly to the information you are looking for:

- [Policies](#)
- [Training](#)
- [Other Resources](#)

ARCHDIOCESE OF LOS ANGELES
SAMPLE JOB DESCRIPTION
DIRECTOR (DRE) OF RELIGIOUS EDUCATION

DEPARTMENT: Parish SUPERVISED BY: Pastor

EMPLOYMENT STATUS: PT/FT SALARY GRADE:

POSITION SUMMARY

Responsible for the total religious education program of the parish as designated by the pastor for adults, youth and children; including A) Theological B) Catechetical and C) Administrative aspects.

DUTIES AND RESPONSIBILITIES

Because all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

As representative of the pastor, responsible for implementing the religious education program of the parish in accordance with the mission statement and goals established for the parish. As a leader in the parish, the DRE shall:

1. Be a practicing Catholic with knowledge and understanding of the faith.
2. Be deeply committed to developing his/her own faith life as well as that of teachers and students.
3. Be dedicated to the ministry of religious education.
4. Be familiar with Church documents, especially those pertaining to religious education.

The Director of Religious Education

- assists people to understand and interpret their lives and faith experiences in light of Scripture and the Church's tradition.
- explains creation, Scripture, the person of Jesus, the Church, and lived experience as signs of revelation.
- articulates an understanding of the person and mission of Jesus.
- reflects upon, discerns, and explains the movement of the Spirit in persons, the parish, and in the larger Church and world communities.
- explains the foundational elements of Vatican Council II, particularly to catechists, parents, and adult learners.
- provides programs which enable members of the parish community to grow in their knowledge of Scripture, and how the Scriptures speak to us today.
- presents an overview of the Church's social teaching to catechists, parents, and adult learners.
- develops programs that would create openness among members of the parish community in their interaction with persons of other faith traditions.
- helps members of the parish community articulate Catholics' beliefs and practices, especially the key elements of the Catholic faith.
- explains the place of Mary and the saints in the life of the Church.

The Director of Religious Education

- articulates a vision of catechesis and the catechetical process based on the major catechetical documents of the Church.
- helps the parish community evaluate and carry out its role as a catechizing agent.
- applies appropriate principles of human development, especially faith and moral development, to a catechetical program.
- utilizes appropriate methodologies of adult-centered and/or child-centered learning.
- implements or supports a program of catechist formation according to Archdiocesan certification norms.
- involves the family as an essential agent in the faith formation process, especially in the formation of children and adolescents.
- uses media and technology for effective program implementation.
- incorporates service opportunities, and reflections on these experiences, in catechetical programs for adults, adolescents, and children; especially linking such opportunities to the fostering of peace and justice.

- recognizes the various cultural expressions of Christian faith within the community, and incorporate them into parish programs, activities, and liturgical celebrations.
- provides opportunities for participation in prayer, personal spiritual development and communal worship.

The Director of Religious Education

- develops and seeks appropriate approval for a job description for oneself and others for whom one is responsible.
- discerns and calls forth the talents and gifts of various individuals in order to develop and sustain catechetical leadership within a program.
- plans, organizes, and manages time in accord with priorities and work responsibilities.
- reviews, evaluates, and develops programs, mission statements, long- and short range goals and objectives.
- initiates and maintains accurate records on students, families, catechists, and other participants.
- drafts, explains, and defends the catechetical budget to the appropriate parish decision-making bodies.
- communicates with and affirms people by using appropriate interpersonal skills.
- facilitates effective group interaction and teamwork in task groups.
- develops systems to extend program opportunities to groups and individuals less likely to participate because of factors such as language barriers, physical or developmental disabilities, educational disadvantages and/or social alienation.
- assures that appropriate legal responsibilities are met within the context of a parish program.
- demonstrates appropriate responsibility and accountability to the pastor and the bishop or their delegates.
- maintains a collaborative ministerial relationship with other pastoral staff, parish ministry leadership, the Archdiocesan office and colleagues in the professional field.

Educational Background:

An undergraduate or graduate degree in theology or religious education.

Minimum requirement:

- Archdiocesan certification through the Advanced Catechetical Ministries Program (ACM) or Master Catechist Program.
- A university certificate program in catechetical leadership.
- Two to three years recent catechetical experience
- A record of attendance at diocesan workshops and seminars for ongoing education.

Administrative Experience:

- Organizational experience through salaried or volunteer positions of executive responsibility.

- Experience in working with adult volunteers.
- A record of attendance at workshops and seminars in management and administrative skills.

ARCHDIOCESE OF LOS ANGELES
SAMPLE JOB DESCRIPTION
COORDINATOR (CRE) OF RELIGIOUS EDUCATION

DEPARTMENT: Parish SUPERVISED BY: DRE, Pastor or Associate

EMPLOYMENT STATUS: PT/FT SALARY GRADE:

POSITION SUMMARY

In collaboration with the Director of Religious Education (DRE), Pastor or Associate, responsible for a portion of the religious education program of the parish. This would include A) Theological B) Catechetical and C) Administrative aspects of the particular area of responsibility.

DUTIES AND RESPONSIBILITIES

Because all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

As a leader in the parish faith community, responsible for implementing a portion of the religious education program of the parish in accordance with the mission statement and goals established for the parish. As a leader in the parish, the Coordinator shall:

1. Be a practicing Catholic with knowledge and understanding of the faith.
2. Be deeply committed to developing his/her own faith life as well as that of teachers and students.
3. Be dedicated to the ministry of religious education.
4. Be familiar with Church documents, especially those pertaining to religious education.

As one who *directs*, the Coordinator:

Provides opportunities for the spiritual growth of the staff of the particular portion of the catechetical program for which responsible.

Conducts regular meetings with staff, volunteers, and others (e.g., parents).

Offers team-building events as necessary.

Evaluates effectiveness of staff and program.

Establishes long-range plans. (i.e. 3-5 years).

As one who *organizes*, the Coordinator

Conducts recruiting program for volunteers.

Assures that volunteers attend formation courses, congresses, in-services, etc.

Controls expenditures.

Determines the content of the program (methodology, texts, liturgies, etc.) in accordance with the Archdiocesan Office of Religious Education guidelines/directives.

Plans sacramental programs as appropriate.

Designs the annual program (calendar, schedules, etc.).

Provides parent education programs as appropriate.

Prepares the budget and has it approved.

Acquires, organizes and provides resources (media, supplies, etc.).

Maintains current sacrament records for the parish files

Makes arrangements for attendance at the Religious Education Congress.

Handles the registration of learners.

As one who *communicates*, the Coordinator

Informs and reports the progress of programs as appropriate to: (a) the Director of Religious Education and/or the pastor; (b) the parish team/staff; (c) the parish, (d) principal of the parish school and teachers; (e) the parish council;

Attends parish staff meetings as appropriate.

Participates in parish activities.

Maintains contact with the Archdiocesan Office of Religious Education and other related offices of the Archdiocese.

Distributes pertinent information to all concerned.

CRITERIA

Education Background:

An undergraduate or graduate degree in theology or religious education.

Certification as a Master Catechist through the Advanced Catechetical Ministries (ACM) Program

Minimum requirement

Archdiocesan catechist certification through the Catechetical Ministries Program or

A university certificate program in catechetical leadership.

Two to three years recent catechetical experience

A record of attendance at diocesan workshops and seminars for ongoing education.

Administrative Experience:

Organizational experience through salaried or volunteer positions of executive responsibility.

Experience in working with adult volunteers.

A record of attendance at workshops and seminars in management and administrative skills.