

**SAN ANTONIO RELIGIOUS EDUCATION ASSISTANT  
& PARISH BULLETIN EDITOR  
JOB DESCRIPTION**

**Start Date: Mid August 2021**

**Send Resume & Cover letter to: [Pastor@SanAntonioChurch.org](mailto:Pastor@SanAntonioChurch.org)**

**JOB OVERVIEW**

Reports to the Director of Religious Education (DRE) and Business Office Manager, assists the Director of Religious Education in coordinating the Preschool, Kindergarten, Grades 1~8 and other Religious Education programs. Also responsible for facilitating the weekly Parish Bulletin.

**RESPONSIBILITIES FOR RELIGIOUS EDUCATION ~ PART TIME ASSISTANT (18 HOURS)**

- Inventories school materials for the following year; assists DRE in purchasing supplies and ordering school materials; keeps classrooms organized and supplied with teaching materials as needed.
- Assists DRE in creating and arranging classrooms appropriately for children.
- Works with DRE in preparing all students' contact information, class rosters, attendance sheets and sign-in and out sheets for each catechist; helps prepare the beginning of the year catechist meeting; distributes classroom students' attendance folders and records the attendance for the R.E. office; promotes all Religious Education programs through email, and parish website.
- Communicates and distributes new school year calendars, welcoming letter, information and program news to all Religious Education parents, catechists, and volunteers.
- Assists in preparing Religious Education syllabus and calendar of events for the year; assists with catechists' needs for weekly Religious Education classes.
- Assists DRE in coordinating and preparing weekly handouts for all classes. Assists in recruiting, training, and evaluating the performance of the catechists and/or volunteers.
- Communicates with DRE on program needs and information; assists in other Sunday R.E. programs as needed.
- Performs any other Religious Education position-related tasks as deemed necessary.

**JOB SPECIFICATIONS/PERFORMANCE REQUIREMENTS ~ RELIGIOUS EDUCATION**

- Take initiative in a professional manner.
- Have good communication and coordination skills; understand training for volunteer teachers/catechists and mentoring new catechists.
- Be sensitive to the needs of people, able to work in a shared office space, able to teamwork, and collaborate with other staff and volunteers.
- Must possess or be willing to obtain the Catechist Basic Certification, and attend diocesan training for assigned tasks and professional and personal development.

## **RESPONSIBILITIES FOR BULLETIN EDITOR (10 HOURS)**

- Manage the gathering of information, editing, proofreading and production of weekly online / printed parish bulletin.
- Check “publish@sanantoni church.org” emails on a regular basis, and reach out to key staff/ministries for timely bulletin information.
- Coordinate with Parish Office Manager for all Bulletin needs.
- Have proficient computer and internet skills, most notably MS Publisher & Word.
- Adhere to publishing deadlines from production to final copy.
- Possess the ability to work with multiple department managers and parish groups, and multi-task.
- Be willing to be critiqued, as needed.

## **COMMENTS**

This multi-functioning position is part-time averaging 30 hours/week.

- 18 with Religious Education
- 10 with Bulletin Publishing
- Does not include benefits or health care
- Starting at \$15 per hour
- Starting date mid-August 2021

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Revised 07/20/2021.