

Diocese of Burlington: Manager of Religious Education & Catechesis

The Diocese of Burlington, Vermont, is looking for a full-time Manager of Religious Education & Catechesis to join the team. The Manager, reporting to the Executive Director of Pastoral Ministries, provides support and strengthens the catechetical efforts, programs, and faith life of the whole diocesan family. This individual will assist the Exec. Director of the Office of Pastoral Ministries in supporting all aspects of faith formation ministries, including providing support for Parish Catechetical Leaders (PCL's) and teachers in parish programs.

Essential Duties and Responsibilities

- Promotes and supports the overall strategic direction and vision for religious education programs set by the diocesan bishop for all age groups and diocesan programs.
- Familiarity and ability to work with different models of religious education.
- Familiarity with the New Evangelization, Missionary Discipleship and its relationship to catechesis.
- Oversees the religious education portion of the diocesan website.
- Serves as a support and resource for Parish Catechetical Leaders (PCL's)
- Oversee and develop the religious education curriculum and policies for use in the diocese.
- Manages the Diocesan Totus Tuus Program.
- Assists parishes in implementing diocesan policies and guidelines for parish Religious Education programs through on-site visitation, including but not limited to the Catechetical Certification Program.
- Facilitates the offering and implementation of catechetical in services.
- Works with the Pastoral Ministries team to offer adult formation opportunities.
- Facilitates and oversee the Diocesan Faith Formation Advisory Committee.
- Serves on the Leadership Team for the Diocesan Lay Formation Leadership Program and Manages the Academic Formation part of the Program as the Delegate.
- Previous experience as a PCL and catechist is preferred.
- Completes any and all assignments from the Exec. Dir. Of Pastoral Ministries.
- Adheres to all Safe Environment Programs.

Minimum Qualifications

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must understand and be able to articulate the Church's sacramental, ecclesial, moral and spiritual theology and how they apply to the faithful. The individual will be a practicing Catholic in accordance with Canon 874 §1, 3°, 4° of the Code of Canon Law.

Education and Experience

Bachelor's degree or equivalent experience required; Master's Degree in Theology preferred. An individual should be highly competent in catechetical studies and conversant with the New Evangelization; equivalent combination of education and experience may be acceptable to the hiring authority. Two years catechetical experience preferred. Knowledge of theology, canon law, formation, spiritual development and education of children, youth, adults, and families is essential.

To apply, please send your cover letter and resume to Danny Daniel, Human Resources, ddaniel@vermontcatholic.org