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# SAINT JOSEPH CATHOLIC CHURCH, PLAIN CITY

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**Date:** May 22, 2017

**Position:** Religious Education Coordinator

**Parish:** Saint Joseph, Plain City

**Deadline:** June 9, 2017

**Status:** Part-time-24 hours per week

**Practicing Catholic Required:** Yes

**Qualifications for the position:** Saint Joseph Church, Plain City, has an opening for a part-time Religious Education Coordinator. Under the direct supervision of the Pastor, the Religious Education Coordinator has responsibility for all that pertains to the ministry of catechesis in the Parish, oversee and offer policies and catechetical programs for children, grades K – 8, Coordinate Parish’s Protecting God’s Child Program and Summer Vacation Bible School.

The ideal applicant must be a practicing Catholic and exhibit an attitude and behavior for cultivating lifelong learning and development in faith. He/she must possess a MA in Religious Education/Catholic Theology or equivalent is required; minimum 3 years parish religious education experience or similar experience is required; familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister; professionalism, flexibility, communications and public relations skills are essential for this position; must have superior written skills and oral communication, and excellent interpersonal skills to work with children, parents, parish staff, and the parish priest.

Compensation is commensurate with candidate’s education and experience. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course.

Submission should include cover letter, resume, and references via email by Friday, June 9, 2017 to:

Fr. Joseph Trapp

Pastor

[FrJTrapp@saintjosephplaincity.com](mailto:FrJTrapp@saintjosephplaincity.com)