



St. Mary Immaculate Parish

Job Description

Position: Religious Education Support Staff 1

Work Status:

Part-Time, Non-Exempt

Work Schedule:

MAY – AUGUST (20 hours)

Monday - Thursday 9:00 am – 2:00 pm

SEPTEMBER – APRIL (21 – 24 hours)

Monday 9:00 am – 12:00 pm (Monday hours are flexible)

Tuesday 2:30 pm – 7:30 pm

Wednesday 2:30 pm – 8:00 pm

Thursday 2:30 pm – 7:00 pm

Saturday 7:30 am – 11:00 am

Reports to: Religious Education Co-Coordinator/Director of Faith Formation

Job Summary: Religious Education Support Staff 1 performs general office duties and assists with preparing materials for classes and faith formation programs. This position supports Religious Education programming, sacramental preparation, and class sessions. The role helps provide a welcoming, organized, and supportive experience for children, families, adult participants, catechists, and volunteers.

I. Duties & Responsibilities:

Administrative Support

- Answer phones and assist walk-in families
- Communicate with families through phone calls and emails
- Receive registrations for Faith Formation programs for children and adults, including verifying information and taking payments

Religious Education Program Support

- Assist with all RE program events and Sacrament Liturgies
- Generate report cards for all students
- Prepare materials for the Religious Education Home School program
- Collect and organize First Communion requirements and paperwork
- Maintain Mass Bags
- Prepare substitute catechist plans and materials
- Assist in prepping catechist materials for classes weekly
- Assist Formation Staff with class sessions, including greeting catechists and students



St. Mary Immaculate Parish **Job Description**

II. Other Duties:

- Assist with Parish Events as requested
- Other duties as assigned

III. Education/Qualifications:

- High School Diploma or GED
- Faithful and practicing Catholic
- Helpful to have a background in Customer Service
- Attention to detail
- Ability to assist families with patience and compassion
- Must support the mission, philosophy, objectives and policies of St. Mary Immaculate Parish, the Catholic Church, and the Diocese of Joliet

IV. Preferred Skills:

- Strong people skills
- Ability to work as part of a team
- Basic computer skills
- Work well under pressure, including the ability to multitask and pivot when needed
- Ability to handle confidential information appropriately
- Ability to stay organized while supporting multiple programs at one time
- Warm and pastorally appropriate communication with families, adult participants, catechists, and volunteers