



# COORDINATORS OF RELIGIOUS EDUCATION JOB ANALYSIS WORKSHEET

To be used in determining the salary for a **CRE** starting in a new parish, or when there is a significant change in experience, responsibilities, education or certification. This form may be used for a person who has responsibility for the total or parts of a parish religious education program.

**The parish Coordinator of Religious Education is “the person who organizes and directs the programs of life-long faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff” (National Certification Standards for Lay Ecclesial Ministers, USCCB, pg 16)**

Parish:	Pastor:
Catechetical Leader:	Date:

**STEP ONE**

In dialogue with your pastor, determine your job evaluation points for the following factors:

**Factor 1: Education** (complete parts A, B and C):

**A: Formal and Ministerial Education** (circle **only** the highest level attained)

BS or BA, non-religious major	10
Completion of Lay Ministry program, Diaconate program, or other extensive non-academic, formalized ministerial training	15
Archdiocesan Catechist Certification	15
BS or BA, with major in theology, education, pastoral studies, or relevant to position	20
Advanced certificate in Catechetical Leadership, Religious Education, or Youth Ministry from a Catholic institution or diocese	25

**Points Part A:**

**B: Professional Certification**

The Office for Catechesis and Youth Ministry has developed a comprehensive certification process, based on the USCCB/CCA National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders. Points are awarded to those CREs who have successfully completed the certification process and maintained their certification.

Archdiocese of Chicago Certification	20
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**Points Part B:**

**C: Ongoing Professional Education** (mark all those applicable completed during the last three years, **not to exceed 15 points**)

Approved retreat of 1-3 complete days (1 point per day):

Attendance at archdiocesan and national leadership days and conferences:

Catechetical Leader Certified Gathering (1 point):

Theological intensive (4 points):

Chicago Catechetical Conference (2 points per day):

Festival of Faith (2 points per day):

National conferences relevant to ministry: (2 points per day, with a maximum of 10 points):

Participation in ministry related workshops or institutes (1 point):

Auditing a graduate course (2.5 per course maximum 10 points):

Successful completion of

A graduate or post-graduate course for credit, related to ministry (5 points):

Youth Ministry Certificate Program (4 points):

Chicago Catholic Scripture School (2 points per year):

Liturgy Institute Certificate Program (LIC) (4 points):

Pastoral Ministry Certificate (4 points):

Other relevant to ministry (4 points):

**Points Part C:**

**Factor 1: Education (Parts A, B and C)**

**Total Points:**

**Factor 2: Experience** (complete Parts A and B):

**A: Catechetical leadership experience** in any diocese, parish or Catholic school with General and Specific Responsibilities as listed under Factor 3. (Circle points for total full and/or part time, not to exceed 20 points)

Years	Full Time	Part Time
1-5 completed years	5	2.5
6-10 completed years	10	5
11-15 completed years	15	7.5
16 and over	20	10

**Points Part A:**

**B: Previous work** in the field of education, administration, management, program / level coordinator, training of volunteer catechists, youth ministers and or other ministers.  
(1 point for every year, maximum of 15 points)

Type of Work	Years
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Total years experience:</b>	

**Points Part B:**

**Factor 2: Experience (Parts A and B, maximum 20 points)**

**Total Points:**

**Factor 3: Ministry Responsibilities** (complete parts A and B):

A maximum of 120 points are given to the CRE according to the responsibilities listed below in Parts A and B. Circle those which apply and add the points related to the responsibility.

**A. General Responsibilities** (circle all that apply):

- |  |    |
|--|----|
| 1. Implements a plan for comprehensive religious education in light of the parish vision and mission and the archdiocesan policies.  | 5  |
| 2. Collaborates with Pastor/Pastoral Coordinator, members of parish staff and Education Commission and Religious Education Advisory Group integrating area of responsibility with the overall parish endeavor. | 5  |
| 3. Manages and oversees the planning, administration, budgeting and record keeping of parish catechetical programs   | 5  |
| 4. Manages recruitment, orientation, supervision and evaluation of catechists and other catechetical personnel:  |    |
| 1-15     Catechists and catechetical personnel   | 5  |
| 16-30   Catechists and catechetical personnel  | 10 |
| 31-45   Catechists and catechetical personnel  | 15 |
| 46-60   Catechists and catechetical personnel  | 20 |
| 61-75   Catechists and catechetical personnel  | 25 |
| over 75   Catechists and catechetical personnel  | 30 |
| 5. Provides for the ongoing formation opportunities and spiritual development for catechists and catechetical personnel  | 5  |
| 6. Provides for the formation and education of catechists leading to archdiocesan certification  | 5  |
| 7. Reports statistics of parish programs annually as requested on the Data Survey  | 2  |
| 8. Participates in meetings and relates to cluster, deanery, vicariate, archdiocesan and ecumenical structure as appropriate   | 5  |
| 9. Coordinates archdiocesan <i>Safe Environment</i> programs for children, volunteers and parents in catechetical programs   | 4  |

**Points Part A:**

**B. Specific Programs Catechetical Responsibilities** (circle all that apply):

1. Coordinates adult faith formation in the parish	10
2. Coordinates the adult confirmation program	5
3. Organizes and conducts parent meetings	5
4. Coordinates family-centered religious education program	5
5. Supervises home-schooling for religious education	5
6. Oversees Christian Initiation of Children (RCIC)	5
7. Oversees Christian Initiation of Adults (RCIA)	5
8. Coordinates baptismal and/or marriage preparation	5
9. Coordinates adolescent religious education/youth ministry	5
10. Coordinates high school catechesis/youth ministry	5
11. Coordinates child religious education: Levels K-8, includes sacramental preparation (circle only one category according to program size):	
less than 150	5
151-450	10
451-675	15
676-900	20
901-1125	25
over 1125	30
12. Provides special immediate preparation for First Reconciliation, First Eucharist and/or Confirmation	5
13. Organizes children's liturgies and retreats	5
14. Oversees Liturgy of the Word for children	5
15. Coordinates Early Childhood Religious Education	5
16. Organizes Vacation Bible School	5
17. Resources the Catholic School	5
18. Provides for special needs; e.g., Rainbows, SPRED, deaf interpretation	5
19. Multiple parishes (add 5 points for each extra religious education site, up to 15 points)	5-15
20. Bi-lingual program	10
21. Other (please specify and add 2 points each):	<input type="checkbox"/>

**Points Part B:**

**Factor 3: Responsibilities (Parts A and B, maximum 120 points)**

**Total Points:**

**STEP TWO**

Add up your total points

**Factor 1:****Factor 2:****Factor 3:****TOTAL:****STEP THREE**

Convert the total points in Step Two to a salary grade

**Total Points****Grade**

160–200

10

120–159

9

80–119

8

**New CRE**

Grade:

**Continuing CRE**

Previous Grade:

New Grade:

 Certified Approved/Recognized**STEP FOUR**

Relate the grade assigned to the salary schedule for lay or religious coordinators of religious education.

Please send a copy of this worksheet to:

**Office for Catechesis and Youth Ministry**

Cardinal Meyer Center

3525 South Lake Park Avenue

Chicago, IL 60622