

**ARCHDIOCESE OF CHICAGO
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 ONE: EDUCATION (Complete Parts A, B & C)

PART 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: _____

PART 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

Points Part B: _____

PART 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 & 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 One: Education: (Parts A, B & C, not to exceed 60 points) Total Points: _____

FACTOR TWO: EXPERIENCE (Complete Parts A and B)

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

<u>Years</u>	<u>Full Time</u>	<u>Part Time</u>
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: _____

PART 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)

Itemize:

Years

Total years experience:

Points Part B: _____

Factor Two: Experience (Parts A and B, maximum 20 points) Total Points: _____

FACTOR THREE: MINISTRY RESPONSIBILITIES (Complete Parts A & 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.

PART 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 & catechetical personnel | 5 |
| 16 - 30 Catechists & catechetical personnel | 10 |
| 31 - 45 Catechists & catechetical personnel | 15 |
| 46 - 60 Catechists & catechetical personnel | 20 |
| 61 - 75 Catechists & catechetical personnel | 25 |
| over 75 Catechists & 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: _____

PART 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:
(<i>circle only one category according to Program size</i>): | |
| 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 (eg: Rainbows, SPRED, deaf interpretation, etc.) | 5 |
| 19. Multiple Parishes (<i>add 5 points for each extra Religious Education site, up to 15 points</i>) | 5-15 |
| 20. Bi-Lingual Program | 10 |
| 21. Other: _____ (<i>please specify and add 2 points each</i>) _____ | |

Points

Part B: _____

Factor Three: Responsibilities (Part A & B not to exceed 120 points) **Total Points:** _____

STEP TWO: Add Up Your Total Points

FACTOR ONE _____

FACTOR TWO _____

FACTOR THREE _____

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: _____

Please check: _____ **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 the:

**Office for Catechesis and Youth Ministry
Meyer Center**

**3525 S. Lake Park Ave.
Chicago, IL 60622**