

JOB DESCRIPTION FOR A CHURCH SCHOOL DIRECTOR–Revised 1/2002

As Church School Directors we are directly responsible to our parish priest. We are also responsible for a vital ministry in the Church that includes parents, teachers, students and a variety of tasks. These vary from parish to parish. Hopefully you can be the person who makes sure that others share in the work. This list is a guideline. Please check those that apply to you and add others that have not been included. Let me know what else can be added. Phyllis Meshel Onest, M.Div., DRE, Diocese of Pittsburgh

- Recruit Staff after discussing it with the parish priest.
- Plan staff meetings, including the agenda, after discussing it with the parish priest.
- Plan the yearly calendar of events. Include basketball or other sports tournaments, retreats, Oratorical Festival, Christmas program rehearsals, etc.
- Plan workshops for the Staff.
- Review curriculum and media materials. The **Fall & Spring Newsletters** offer reviews of new materials and the “Yellow Pages” lists most of them under specific titles.
- Order curriculum and media materials in a timely fashion.
- Annually review the Church School Program: Staff, materials, curriculum, etc.
- Coordinate seasonal mission programs during Nativity and Paschal Lenten periods.
- Select a Coordinator for the Oratorical Festival.
- Oversee a stewardship program / weekly offering.
- Chart attendance.
- End-of-the-year Recognition Program: possible gifts or awards for categories your Church School has pre-determined.
- Teacher Appreciation and/or Recognition can include mid-year and/or end-of-the-year gifts, or even small monthly gifts. *[Refer to “50 Affirmation Ideas from the Grocery Store” included in the Spring 2002 issue.]*
- Plan the budget.
- Church School Newsletter or articles for the parish bulletin.
- Special Social Events: extracurricular if there isn’t another group responsible for this.
- Christmas Program / Feast Day Program, if applicable.