

Archdiocese for the Military Services, USA

Catholic Coordinators of Religious Education in Military Settings

The following are tasks that Catholic Coordinators of Religious Education might expect to be involved with depending upon what is listed in the contract issued at the local level. All questions regarding tasks and assignments are to be directed to the local AMS priest.

The Catholic Coordinator of Religious Education (CRE) must be a practicing Catholic who has received the Sacrament of Confirmation.

Program Coordination

- Coordinate and maintain catechetical programs.
- Coordinate the implementation of the *AMS Forming Disciples for the New Evangelization: Archdiocesan Religion Curriculum Guide*.
- Coordinate the implementation and management of the AMS Family Faith Assessment online.
- Coordinate the selection of faith formation textbooks/curriculum
- Collaborate with parents and other Catholic ministries at the installation.

Recruitment and Training

- Recruit volunteer catechists and aides.
- Coordinate training for catechists.
- Encourage catechist certification through the AMS.
- Encourage the development of effective and engaging lesson plans.

Administration

- Supervise volunteers.
- Develop a comprehensive calendar of the catechetical program in collaboration with the Catholic master calendar at the installation and the Archdiocesan Religion Curriculum Guide.
- Prepare fund requests.
- Maintain accurate records.

Communication

- Attend Catholic staff meetings.
- Inform parents of program events and policies.
- Maintain contact with the AMS Office of Faith Formation.

Professional Development

- Continue personal, spiritual, and professional development.
- Pursue the Certificate in Catechesis Program.