

Catholic RE Coordinator

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Company: Ladgov Corporation

Location: Lakenheath

Category: other-general

Job title: Catholic RE Coordinator Location: RAF LAKENHEATH, England Travel: N/A Duties: Develop and maintain the RAF Lakenheath Chapel Catholic RE Program for all Catholic Parishioners. Ensure facility requests for RE programs, occurring in Chaplain Corps facilities and in other base facilities, are filled out and submitted to the Chaplain Corps staff to be processed in a timely manner. Coordinate and arrange effective advertisements of RE programs and events. Attend all requested meetings to report on RE activities, events, and budget updates. Assist the Chaplain in developing the following in regard to RE Coordinator programs as appropriate: annual calendar of events, Chapel tithes and offerings fund budget, appropriated fund budget, and core volunteer training requirements. Submit to the Chaplain an annual RE calendar and budget for approval. Coordinate with the Chaplain and chapel volunteers to create effective RE programs for the Catholic faith group. Provide the Ranking Catholic Chaplain or his designee with a written plan of music for the Liturgical Year, including Holy Days and special celebrations. Provide recommendations for annual volunteer recognition to the Chaplain. Qualification/ Education: Possess a minimum of 2 years of Catholic RE leadership experience, preferably directing a Catholic RE program in a Catholic Church or military chapel setting. Possess at least 2 years of experience using Microsoft Office functions. Possess and demonstrate an understanding of the basic doctrines and worship practices of the Catholic faith. Must possess the ability to constructively work well with others in a multi-faith environment. Powered by JazzHR

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