Process for Hiring for a DRE or DYM Position

Preparation for Hiring

1. Review and revise job description in light of actual responsibilities
2. Research and determine salary range
3. Publicize the opening – archdiocesan website, other websites, papers, schools
4. Identify interview team – pastor, personnel and/or formation committee members, parishioners, perhaps a volunteer or program parent
5. Establish interview and decision process

Places to publicize an opening:

1. Post on Jobs page of the Archmil.org website
2. Send to neighboring diocesan websites if permitted (Chicago, Madison, Green Bay)
3. Post on NCCL and NFCYM job banks
4. Send description to local Catholic colleges / universities, especially to theology departments and campus ministries.

Resources

*Guidelines for the Recruitment, Interviewing and Selecting of Parish and School Personnel,* Archdiocese of Milwaukee

<https://www.archmil.org/ArchMil/Resources/HR/Spark-Note-Guidelines-for-Recruitment-and-Interviewing-2018.pdf>

Sample Interview Questions
<https://www.archmil.org/ArchMil/offices/Catechesis/Sample-Interview-Questions.docx>