

PERSONNEL**SALARY SCALE GUIDELINES: Coordinators/Directors (C/DRE)**

1. The basis for consideration for the salary of a C/DRE is the Parish Personnel Resource Guide. The Guide provides a salary matrix determined by job classifications or grades. To determine the job grade for the C/DRE use the following chart:

Grade 27	Coordinator of Religious Education (CRE)
Grade 30	Director of Religious Education* (DRE)

(*Denotes person with Master's Degree in Theology, Religious Education, or Education)

2. The Guide provides a salary matrix, updated annually, that gives a salary range for each job grade divided into thirds. Generally, a person starting in the position of C/DRE is hired within the first third of the scale. For persons with previous experience or additional qualifications as a C/DRE, the starting salary may move into the second third of the salary scale. For part-time positions, the scale may be pro-rated, or the salary may be determined from the corresponding hourly scales.
3. Increases of salary for the C/DRE are generally commensurate with those given to other members of the parish staff. As the C/DRE reaches the top of the salary range for their job grade, their salary would generally increase only as the matrix itself is adjusted. If a Pastor feels a need to move beyond the salary ranges provided by the Guide, the matter should be addressed to the diocesan Bishop.
4. The full-time C/DRE is entitled to the same diocesan benefits provided to the other Professional Employees of the parish. (see policy 4142RE)
5. The DRE contract covers a three-year period, unless a shorter period is requested by the DRE and Pastor, and approved by the Secretary for Education. The CRE contract is always for one year.
6. The C/DRE is hired by the Pastor of the parish.

Policy

Adopted: January 1, 2006

KCR/Bishop of Harrisburg