

Chester County
The Church of St. Monica
635 First Avenue
Berwyn, PA 19312
www.saintmonicachurch.org

TITLE: COORDINATOR OF RELIGIOUS EDUCATION- immediate opening

REPORTS TO: Pastor

HOURS: Full-time, Exempt, 12 month position. Ability to work nights and weekends.

POSITION SUMMARY: Responsible for:

- Administration of all parish religious education/faith formation programs of children in grades 1-6 with a focus on forming disciples (traditional classroom, 2-week summer-accelerated and hybrid family formation).
- Sacramental preparation for elementary level school children. (First Penance, First Eucharist, and Confirmation)

DUTIES AND RESPONSIBILITIES:

Programmatic:

- Organize, schedule and oversee the parish's religious education program for grades 1 through 6
- Works closely with Director of Family and Youth in an effort to catechize and evangelize the entire family
- Coordinate RCIA ministry
- Coordinate Sunday Children's Liturgy of the Word Program

Finance & Administration:

- Prepare, schedule and oversee sacramental programs for students and parents
- Recruit, train and supervise volunteer catechists and support personnel
- Administer program's annual registration of students
- Responsible for complying with annual program budget
- Order textbooks, teaching materials, and resources for the program

Other:

- Support archdiocesan and parish policies
- Attend archdiocesan meetings/training related to position
- Participate in ongoing formation and educational opportunities to keep current on trends in catechetical ministry
- Coordinates Religious Education Advisory Board
- Coordinates parish and community outreach

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated capability to carry out administrative and supervisory duties in a timely manner.
- Excellent communications skills, oral and written
- Excellent grasp of relevant, professional, technology skills with an above-average understanding of use of social media.
- Outstanding relationship skills
- Open to working in a dynamic, changing, forward-thinking environment.
- Exhibits flexibility
- Thrives in a “Think Outside the Box” environment

EDUCATION/EXPERIENCE/TRAINING:

- BA/BS or equivalent experience, with a preference given to candidates with a Theology, Religious Studies, or Education background
- Meet Philadelphia “Archdiocesan Catechetical Certification” requirements
- Minimum 3 years of Catholic catechist/teaching experience

INTERESTED CANDIDATES:

Send a cover letter and resume to Dpealer@saintmonicachurch.org or mail to the attention of Diane Pealer, 635 First Avenue, Berwyn, PA 19312