

St. Cornelius CHURCH

Job Title Director of Faith Formation

Reports to Pastor of St. Cornelius Church

The Director of Faith Formation is a full time position. Some nights and weekend are required.

General Description

The Director of Faith Formation administers the parish catechetical program and provides leadership to assist the parish community in building a solid spiritual foundation based on Gospel values, the truth of our Catholic faith, ministry and community.

REQUIREMENTS

- MA in Theology/Religious Studies or a related theological field
- Must be an active member of an Arch/diocesan Association of Parish Directors/Coordinators/Administrators of Religious Education (PD/CARE)
- Must participate in the Archdiocesan events such as the Catechetical Forum, Fall and Spring Professional Days and Retreats
- Attend monthly Chester/Delaware Vicariate DRE/CRE meetings sponsored by the Office for Catechetical Formation

DUTIES AND RESPONSIBILITIES

PASTORAL

- Collaborate with parish personnel for RCIA classes
- In collaboration with the pastor, plan and implement continuing education programs for parishioners during the seasons of Advent and Lent
- Prepare a draft of the annual Archdiocesan Pastoral Report for Pastor's Review
- Coordinate with pastor for the instruction for parents of children in preparation for the celebration of the sacrament of Infant Baptism

Religious Education

- Oversee and direct the development of the Parish Religious Education Program (PREP) from through Level 8, in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia
- Provide for the training and recruitment of catechists and offer in-service and enrichment programs for the on-going development of the PREP faculty
- Participate in weekly discussions with the Pastor regarding the Parish Religious Education Program including discussion of course materials, textbooks, liturgy

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materials and sacramental materials which complement the religious education program

- Participate in regularly scheduled (bi-weekly) staff meetings to report on efforts as Director of Faith Formation and collaborate with other staff members on issues that are relevant to the parish
- Under the guidance of the Pastor and Parish Business Manager, maintain the financial records for the Parish Religious Education Program including submission of an annual budget
- Maintain the records for the Parish Religious Education Program including tuition and fees, sacramental records and registration records
- Work to ensure implementation of the Safe Environment Program including securing the required clearances for catechists and volunteers
- Provide weekly update of the Parish Religious Education Program in the Parish bulletin

Sacramental Preparation

- Under the guidance of the Pastor, oversee and direct all sacramental preparation for Baptism, First Penance, Holy Eucharist and Confirmation
- Coordinate sacrament dates, meeting dates, workshops, sacramental retreat days, practice days, and post sacramental meetings for Parish parents of all children who will be receiving the sacraments during the present year
- Regular communication with the Pastor, School Principal, School Teachers, PREP Catechists and Parents who are directly involved in sacramental preparation

Resumes should be sent to:

Stcorn1@comcast.net

Attention:

Rev. Msgr. David Diamond
Pastor, St. Cornelius Church
160 Ridge Road
Chadds Ford, PA 19317