

St. Michael the Archangel, Levittown, PA  
Coordinator of Religious Education  
Job Description

The position of Coordinator of Religious Education (CRE) is a part-time, 10 month a year position. The Coordinator of Religious Education must be a practicing Catholic, in good standing with the Church. Additionally, he/she is a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Coordinator of Religious Education reports directly to the pastor. As a member of the parish staff, the Coordinator of Religious Education works with other staff members to foster and maintain a working environment where worship, prayer, hospitality, and learning are the primary motivators.

The Coordinator of Religious Education is a professional catechetical leader who assists adolescents and children of the parish in their faith formation.

The responsibilities of the Coordinator of Religious Education include, but are not limited to:

**1. Parish Religious Education Program**

The primary responsibility of the Coordinator of Religious Education is to administer (design, develop, direct, communicate, and evaluate) the Parish Religious Education Program for the approximately 300 parish children who attend public or non-Catholic private schools. He/She:

- oversees the development of the Parish Religious Education Program from Level 1 through Level 6, in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia.
- provides access and inclusion for children with special learning needs.
- coordinates the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor.
- researches and requisitions resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish.
- ensures that the Safe Environment requirements, policies, and mandates for Parish Religious Education volunteers are in compliance with the Office for Child and Youth Protection.
- obtains approval and support from the pastor for the general direction of the religious education of the parish.
- meets with pastor routinely to discuss matters relating to the parish religious education and sacramental preparation.
- ensures that the Religious Education Program's calendar of classes and activities are submitted to the pastor or his delegate for approval.

- updates and distributes the Parish Religious Education handbook for parents/guardians on an annual basis.
- encourages Parish Religious Education catechists to obtain Catechetical Certification according to the policy set by the Office for Catechetical Formation.
- recruits, orients, and provides ongoing professional training and spiritual development for the Parish Religious Education catechists.
- belongs to the Archdiocesan Association of Parish Directors, Coordinators, Administrators of Religious Education (PDCARE)
- participates in Archdiocesan sponsored events such as the Catechist Convocation, Fall and Spring Professional Days and Retreats.
- attends the monthly Directors and Coordinators of Religious Education County meetings sponsored by the Office for Catechetical Formation

## **2. Sacramental Program**

The Coordinator of Religious Education oversees the coordination and sacramental preparation of parish school-age candidates who attend the Parish Religious Education Program, Catholic school or private Catholic academies. He/She:

- schedules at the pastor's directives dates for First Penance and First Holy Communion.
- schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion, and Confirmation.
- prepares the liturgy (with the pastor or his delegate) for First Penance, First Holy Communion, and Confirmation.

### **Skills and Qualifications:**

Bachelors/Masters degree in related field and/or extensive experience in Faith Formation  
 Computer literate  
 Excellent language and communication skills required  
 Able to provide current State and Archdiocesan clearances

Interested and qualified candidates should email a cover letter with resume to:

Jane Brown

[jane.brown@stmichaellvt.org](mailto:jane.brown@stmichaellvt.org)