

## **NATIVITY OF OUR LORD PARISH**

605 West Street Road  
Warminster, PA 189784  
Rev. Joseph G. Watson, Pastor  
[frwatson@noolp.org](mailto:frwatson@noolp.org)

### **Director of Parish Religious Education Program**

The Director of Parish Religious Education Program is a part-time, ten-month position which includes some nights and weekends. Candidate must be a fully initiated and practicing Catholic in good standing with the Church. The Director of Religious Education reports directly to the Pastor.

#### **Responsibilities include but are not limited to:**

- Coordinate and direct the Parish Religious Education Program for the parish children who attend public and non-Catholic private schools
- Coordinate the access and inclusion of children with special needs
- Coordinate Sacramental preparation for First Penance, First Holy Communion and Confirmation for all parish children (retreats and parent Sacrament Sunday)
  - Attend to the specific educational needs of children who are not on a typical path for reception of Sacraments. i.e. a fourth grader who is baptized only
- Recruit, hire, train, supervise and evaluate catechists and support staff
- Maintain budget for all the parish catechetical programs and initiative
- Participate in meetings and events sponsored by the Archdiocese of Philadelphia Association of Parish Directors, Coordinators and Administrators of Religious Education

#### **Professional Qualifications:**

- Bachelor or Master Degree in Theology, Religious Studies or an equivalent
- Experience as a Director or Coordinator of Religious Education (preferred)
- Strong computer skills, including Microsoft Office Suite
- Excellent communication and interpersonal skills

Interested candidates should forward via e-mail or by postal service a copy of their Resume along with two Letters of Recommendation to Rev. Joseph G. Watson, Pastor.