

Our Lady of Grace Parish
Penndel, Pennsylvania
Director of Religious Education
Job Description

Qualifications

The following are the qualifications for the Director of Religious Education. The DRE should:

1. Be a participating Catholic committed to Christ and the Church as a person of faith willing to share the experience of God with the people in the parish community
2. Have an educational background which includes a master's degree in theology or religious education or an approved equivalent degree
3. Have administrative and leadership experience involving children and adults
4. Be a competent educator capable of guiding catechists in proper teaching techniques and spiritual development
5. Be able to develop a comprehensive faith-based PREP program in accordance with the guidelines of the Archdiocese of Philadelphia
6. Possess skills for maintaining a financial budget as approved by the Pastor and the Finance Committee.
7. Have a Master of Arts degree in Catechetics, Theology or Religious Studies.

Role of the Director of Religious Education

The DRE is responsible for the coordination of parish efforts in providing comprehensive religious education programs for the parish. The Director of Religious Education will fulfill this role in the following areas:

General Responsibilities with regard to administration

As an administrator, the DRE will:

1. Develop and evaluate goals and objectives for the religious education programs of the parish
2. Implement Archdiocesan policies and recommendations
3. Maintain knowledge of the current religious education trends
4. Report to the Pastor or the delegate in the parish
5. Participate as an active member of the Archdiocesan Association for Parish Directors, Coordinators, and Administrators of Religious Education
6. Act as the supervisor for the PREP Secretary
7. Work with Youth Minister and faith-formation person on providing varied experiences

Parish Religious Education Program

The Director of Parish Faith Formation administers the Parish Religious Education Program for the parish children who attend public or non-Catholic private schools. He/She:

1. Oversees the development of the Religious Education Program from first grade to eighth grade in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia
2. Consults with the pastor regarding the catechetical plan for the Parish Religious Education Program
3. Meets with pastor routinely to discuss matters relating to the parish religious education and sacramental preparation
4. Implements Archdiocesan policies and procedures per the directives from the Office for Catechetical Formation
5. Follows parish protocol regarding finances and manages the Parish Religious Education Program.
6. Prepares the annual Religious Education calendar and implements after pastor approves
7. Schedules faith formation opportunities for children and parents
8. Provides access and inclusion for children with special learning needs
9. Coordinates the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor according to the Order of Christian Initiation of Adults
10. Researches and requisitions resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish
11. Recruits and trains catechists to participate in the parish catechetical ministry
12. Recruits classroom aides and safety monitors
13. 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
14. Reviews and revises the Parish Religious Education Program family and catechist handbooks annually
15. Encourages Parish Religious Education catechists to obtain Catechetical Certification according to the policy set by the Office for Catechetical Formation
16. Recruits, orients and provides ongoing professional training and spiritual development for the Parish Religious Education catechists
17. Belongs to the Archdiocesan Association of Parish Directors, Coordinators, Administrators of Religious Education (PDCARE)
18. Participates in Archdiocesan sponsored events such as the Catechist Convocation, Fall and Spring Professional Days and Retreats

19. Attends the monthly Directors and Coordinators of Religious Education County meetings sponsored by the Office for Catechetical Formation.

Sacramental Program for Children

1. Prepares sacrament calendars for First Penance, First Holy Communion and Confirmation at the direction of the Pastor
2. Schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion and Confirmation
3. Coordinates and oversees retreat days for sacramental candidates
4. Prepares the liturgy (with the Pastor or his delegate) for First Penance, First Holy Communion and Confirmation
5. Schedules Advent and Lenten Penance Services with the opportunity for individual confessions for the Parish Religious Education children
6. Creates and oversees catechetical plans for older baptized Catholic children or teens who seek the reception of First Penance, First Holy Communion and/or Confirmation
7. Collaborates with the pastor regarding catechetical plans for unbaptized children or those coming into full communion with the Catholic Church.

Formation for Baptism of Infants

1. Forms, trains and facilitates a Pre-Jordan program for the formation of parents of infants who are to be baptized.
2. Prepares all records and paperwork for the sacrament of Baptism.
3. Ensures eligible persons are presented as God-parents or Christian witnesses.
4. Schedules all baptisms.

Rite of Christian Initiation of Adults

1. Attends annual workshop provided by the Archdiocese of Philadelphia
2. Recruits and trains RCIA parish team
3. Communicates RCIA information to parishioners
4. Promotes invitation to non-Catholics via parishioners and local advertisement
5. Interviews perspective candidates and determine sacramental status
6. Keeps pastor informed of candidates and sacramental status (particularly marriage issues)
7. Creates and submit annual calendar in conjunction with overall parish calendar which includes dates for weekly sessions (topics, presenters, etc.), parish celebrations of the rites, retreats and Archdiocesan events
8. Provides format for weekly session (prayer, presenter and materials)
9. Meets with parish team members as needed.
10. Reviews parish process annually with Pastor.

Adult Faith Formation Program

The Director of Parish Faith Formation develops and implements the pastoral plan for Adult Faith Formation as expressed in the United States Conference of Catholic Bishops document, “Our Hearts were Burning Within Us” and in collaboration with the Pastor.

1. Assesses the needs and desires of the parish adults regarding spiritual, intellectual, human and religious growth and development programming
2. Plans and promotes the annual calendar of formational initiatives and opportunities
3. Recruits and forms an Adult Faith Formation Committee
4. Manages budget
5. Review program annually with pastor.

Pastoral Staff Responsibilities

1. To maintain communication with the Pastor and other staff members.
2. To attend staff meetings and events.
3. To act as staff resource person on issues relating to youth ministry and adolescent faith formation.

Work Situation

1. Provides own transportation and is reimbursed according to parish norms.
2. Provided with adequate work space.