



St. Vincent de Paul Church

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www.svdp-richboro.org

Director of Religious Education Job Description

The position of Director of Religious Education (DRE) at St. Vincent de Paul Parish, Richboro, Pa is full-time, 12 months a year. The DRE works collaboratively with others to develop and maintain an environment where learning, prayer and worship are the primary motivating factors for staff, volunteers and participants. The DRE must be a practicing Catholic in good standing.

The DRE reports to the Pastor.

The Director of Religious Education administrates (designs, develops, directs and evaluates) the parish catechetical program for approximately 450 children, and provides leadership to assist the parish community in building a solid foundation for adult spirituality, Christian living, ministry and church.

The responsibilities of the DRE include, but are not limited to:

Parish Religious Education Program

- Oversee the development of the Religious Education Program from pre-school through Level 8, in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia.
- Obtain approval and support from the Pastor for the general direction of the religious education of the parish, and to keep the Pastor informed regarding the program.
- Provide for the recruitment and training of catechists, including on-going in-service and enrichment programs for the faith development of the faculty and aides.
- Provide access and inclusion for children with special learning needs.
- Research and requisition resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish.
- Provide at least a 2-week Vacation Bible Summer Program.
- Be an active member of the Adult Faith Formation Committee in organizing lectures and retreat days.
- Mentor the High School Youth Group leaders, as a resource for their program development and initiatives.
- Be an active member of the Archdiocesan Association of Parish Directors, Coordinators, Administrators of Religious Education (PDCARE).
- Participate in Archdiocesan sponsored events such as the Catechetical Forum, Fall and Spring Professional Days, and Retreats.

- Attend the monthly Bucks Vicariate DRE/CRE meetings sponsored by the Office for Catechetical Formation.

Sacramental Program

- Provide sacramental preparation for Confirmation, First Penance and First Eucharist, including children in a non-traditional path or candidates for the R.C.I.A.
- Provide Sacramental Meetings for parents of all students who will be receiving Confirmation, First Penance and First Eucharist during the school year.
- Provide sacramental retreat days for students preparing for Confirmation and for First Eucharist.
- Provide a Welcoming Ritual for candidates receiving First Eucharist and Confirmation at all the Masses on a weekend.
- Coordinate the celebration of Confirmation, First Penance and First Eucharist.
- Provide Penance Services for Religious Education students during the seasons of Advent and Lent.

Other

- Serve on the Parish Pastoral Council as an *ex officio* member.
- Ensure implementation of the Safe Environment Program by assisting in securing the required clearances for staff and volunteers, and by supervising the Safe Touch Curriculum.
- Work cooperatively with the Director of the Pre-School to ensure collegial sharing of the facilities in the Religious Education Building¹
- Maintain all financial records for the Religious Education Program, and work cooperatively with the Pastor and the Parish Business Manager in budgeting expenses, submitting requisitions, approving invoices, etc.
- Work cooperatively with the Parish Secretary both to coordinate the use of the Religious Education Building by other parish programs, ministries and activities; and to coordinate the Religious Education Program's use of other parish facilities (Church, Chapel, Church Hall, etc.).
- Provide weekly *Parish Newsletter* articles to update parishioners on what is transpiring in the Religious Education Program.
- Ensure that the Religious Education Program's schedule of classes and activities appear on the parish's yearly printed calendar.
- Incorporate prayer services and outreach programs into the curriculum.

¹ St. Vincent de Paul Parish does not have its own K-8 Parish School; however, a Pre-School with over forty years of history shares facilities with the Religious Education Program in the Religious Education Building.