



*P.O. Box 97 / 35 New Road / Lenni, Pa. 19052 / [www.sfdsrectory@aol.com](http://www.sfdsrectory@aol.com) / 610-459-2203*

**Position: Director of Religious Education**

St. Francis de Sales Parish  
P.O. Box 97 / 35 New Road  
Delaware County  
Lenni, Pa. 19052

Phone number: 610-459-2203  
Fax number: 610-459-5029  
Email: [sfdsrectory@aol.com](mailto:sfdsrectory@aol.com)

The Director of Parish Religious Education Program is a part time position (19 hours per week from mid-August to mid-June) which includes most Sundays, some nights and an occasional Saturday. The candidate must be a fully initiated and practicing Catholic in good standing with the Church. The DRE reports directly to the pastor.

Main responsibilities include, but are not limited to:

- Directs the Parish Religious Education Program for approximately 120 parish children who attend public and non-Catholic private school grades kindergarten to 8<sup>th</sup>.
- Coordinates sacramental preparation for First Penance, First Holy Communion, and Confirmation for all parish children and adults.
- Coordinates individualized programs for parishioners with special education needs.
- Recruits, hires, trains, supervises and evaluates catechists and support staff.
- Participates in meetings and events sponsored by the Archdiocese of Philadelphia Association of parish Directors, Coordinators and Administrators of Religious Education.

Professional qualifications:

- Degree in Theology, Religious Studies or an equivalent.
- Experience as a Director or Coordinator of Religious Education (preferred) or an administrator/teacher in a Catholic elementary school.
- Strong computer skills, including Microsoft Office Suite.
- Excellent communication and interpersonal skills.

Qualified candidates who are interested in the position are asked to forward a resume, with two letters of recommendation, to Fr. Alan Okon via email or postal service to the parish office.