

**Please submit cover letter and resume to: Rev. Martin T. Cioppi, Pastor, Mother of Divine Providence Parish, 333 Allendale Road, King of Prussia, PA, 19406, no later than June 30, 2018. Alternatively: [SDugary@MDPparish.com](mailto:SDugary@MDPparish.com) with subject line: DRE Application**

### **JOB DESCRIPTION: DIRECTOR OF RELIGIOUS EDUCATION**

12-month, full-time position with benefits and salary per Archdiocesan recommendations.

Religious Education is an evangelizing ministry that invites children and their parents, through the parish PREP program, into a growing relationship with Jesus Christ and His Church. 70% of our parish families use the PREP program for the religious training and sacramental preparation of their children. Thus, the health and well-being of this evangelizing, Christ-centered community, under the direction of the Pastor, is of central importance to the life of our parish. This is a position of great missionary potential, alongside considerable administrative requirements.

### **RESPONSIBILITIES:**

- Administration of all aspects of the PREP Program (1x week, 240 students)
- Recruitment, training, and ongoing support of volunteers for PREP and other Children's Ministry programs
- Creative, intentional evangelization of PREP parents throughout the year
- Development of the new 7th-grade Confirmation year recently required by the Archdiocese of Philadelphia
- Coordination of the programs for First Communion (2nd grade) and Confirmation (7th grade), in harmony with MTC Regional Catholic School
- To creatively direct and coordinate the RCIA program
- Supervision of Children's Liturgy of the Word team
- Administration of annual Vacation Bible School (June)
- Maintenance of the Religion Resource Library and Parish Religious Library
- Maintenance of parish bulletin boards
- Weekly contributions to the parish bulletin, regular contributions to the parish website and social media channels
- Religion consulting for MTC Regional Catholic School as needed
- Coordination of annual "Liturgical Traditions": Advent Wreath Making Event, Epiphany Bags, etc.
- Support of major parish events, especially Parish Community Carnival (August)
- Networking with other parish groups such as the CYO, Parish Staff, and Adult Faith Formation teams to cross-advertise events and strengthen parish community
- To perform other duties as may be mutually agreed upon by the pastor and the director

This is a full-time position which requires some nights and weekends - PREP meets on Wednesday evenings, RCIA meets on another evening or at another convenient time.

## **THE IDEAL CANDIDATE:**

- Personal Life
  - Practicing Catholic who identifies as an intentional disciple of Jesus Christ
  - Strong and growing prayer life
  - Commitment to the Sacraments of the Church
  - Commitment to the moral teachings of the Church
  - Mature and flexible personality; contributes effectively in a team environment
- Professional Qualifications
  - MA in Theology or Pastoral Ministry with 2+ years ministry experience preferred, or BA with ministry experience
  - Strong knowledge of Church teaching and ability to express those teachings in an engaging way to unbelievers
  - Experience with evangelization programs such as FOCUS, Evangelical Catholic, the St. Catherine of Siena Institute, Alpha, St. Paul's Street Evangelization
- Communication Abilities
  - Strong communication abilities in written media (email, newsletters, official reports) and spoken media (1:1 meetings with parishioners, team meetings with PREP staff, etc.)
  - "Evangelizing" style of communication - proven ability to invite and inspire listeners to grow in their Catholic faith over time
- Project Management
  - Ability to handle multiple projects concurrently
  - Ability to plan ahead and prioritize events
  - Strong attention to detail
  - Ability to be self-motivated and have a good work ethic
- General Skills & Abilities
  - Proficiency in Microsoft Office, email, electronic newsletters (Constant Contact or similar)
  - Facility with websites and social media, facility with A/V technology