

IMMACULATE CONCEPTION CHURCH

Job Title Director of Religious Education

Reports to Pastor of Immaculate Conception Church

The Director of Religious Education is a part time position. The position is 20 hours per week. The program operates on Sunday mornings. Some evenings and weekends are required.

GENERAL DESCRIPTION

The Director of Religious Education is a professional catechetical leader who assists adults, adolescents and children of the parish in their faith formation. The DRE is a practicing Catholic in good standing with the Church. Additionally s/he is a person of prayer who is committed to the authentic teaching of the Catholic faith. The DRE must accept and be committed to the teachings of the Catholic Church as they are promulgated in the Archdiocese of Philadelphia under the authority of the Archbishop of Philadelphia.

REQUIREMENTS

- MA in Theology/Religious Education or a related theological field
- Must be an active member of the Archdiocesan Association of Parish Directors/Coordinators/Administrators of Religious Education (PD/CARE)
- Must participate in the Archdiocesan events such as the Catechetical Forum, Fall and Spring Professional Days and Retreats
- Attend monthly Montgomery Vicariate DRE/CRE meetings sponsored by the Office for Catechetical Formation

DUTIES AND RESPONSIBILITIES

RELIGIOUS EDUCATION

- Oversee and direct the development of the Parish Religious Education Program (PREP) from Kindergarten through Level 7 (Confirmation), in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia
- Provide for the training and recruitment of catechists and offer in-service and enrichment programs for the on-going development of the PREP faculty
- Participate in weekly discussion with the Pastor regarding the Parish Religious Education Program including discussion of course materials, textbooks, liturgy materials and sacramental materials which complement the religious education program
- Under the guidance of the Pastor and Parish Business Manager, maintain the financial records for the Parish Religious Education Program including submission of an annual budget
- Maintain the records for the Parish Religious Education Program including tuition and fees, sacramental records and registration records
- Work with the Parish secretary to ensure implementation of the Safe Environment Program including securing the required clearances for catechists and volunteers
- Provide weekly update of the Parish Religious Education Program in the Parish bulletin

SACRAMENTAL PREPARATION

- Under the guidance of the Pastor, oversee and direct all sacramental preparation for First Penance, Holy Eucharist and Confirmation
- Coordinate sacrament dates, meeting dates, workshops, sacramental retreat days, practice days, welcoming rituals and post sacramental meetings for Parish parents of all children who will be receiving the sacraments during the present year
- Weekly communication with the Pastor, School Teachers, PREP Catechists and Parents who are directly involved in sacramental preparation

OTHER

- Prepare a draft of the annual Archdiocesan Pastoral Report for Pastor's Review

Send all inquiries to Mary Kate Guerin, maryguerin@gmail.com or 215.884.4022