

IMMACULATE CONCEPTION CHURCH

Job Title	Director/Coordinator of Religious Education
Reports to	Pastor of Immaculate Conception Church
Contact Information	Submit resume and cover letter to Mary Kate Guerin icbulletin604@gmail.com

The Director/Coordinator of Religious Education is a part time position. The position requires 15 hours per week from August 15th through June 15th. The program operates on Sunday mornings. Some evenings and weekends are required.

GENERAL DESCRIPTION

The Director/Coordinator of Religious Education (D/CRE) is a professional leader who assists adults, adolescents and children of the parish in their faith formation. The D/CRE 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 D/CRE 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

- Master's degree in Theology/Religious Education (or related field) is preferred. Bachelor's Degree is acceptable
- Must be an active member or willing to become 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
- Must 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
- 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
- Work with the Parish secretary to 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 updates 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