

**Corpus Christi Parish  
900 Sumneytown Pike  
Lansdale, Pa. 19446**

**Director/Coordinator of Religious Education  
Job Description**

The position of Director/Coordinator of Religious Education (DRE or CRE) is a full-time, 12 months a year position. The Director of Religious Education must be a practicing Catholic, in good standing with the Church. Additionally, he/she is a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Director/Coordinator of Religious Education reports directly to the pastor. As a member of the parish staff, the Director/Coordinator of Religious Education works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators.

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

The responsibilities of the Director/Coordinator of Religious Education include, but are not limited to:

**1. Parish Religious Education Program**

The primary responsibility of the Director/Coordinator of Religious Education is to administer (design, develop, direct, communicate and evaluate) the Parish Religious Education Program for the Corpus Christi Parish children who attend public or non-Catholic private schools. He/She:

- oversees the development of the Parish Religious Education Program, including a Home School component, from Grade Level 1 through Grade Level 8, in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia
- schedules faith formation opportunities for children and parents within the Religious Education Program calendar
- provides access and inclusion for children with special learning needs
- researches and requisitions resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish
- Proficient in Microsoft Office.
- Ensures, in collaboration with the Safe Environment Coordinator, that the Safe Environment requirements, policies, and mandates for Parish Religious Education volunteers are in compliance with the Office for Child and Youth Protection.
- obtains approval and support from the pastor for the general direction of the religious education of the parish

- meets with pastor to discuss matters relating to the parish religious education and sacramental preparation
- implements Archdiocesan policies and procedures per the directives from the Office for Catechetical Formation
- ensures that the Religious Education Program schedule of classes and activities are submitted to the pastor or his delegate for approval
- encourages Parish Religious Education catechists to obtain Catechetical Certification according to the policy set by the Office for Catechetical Formation
- recruits, orients and provides ongoing professional training and spiritual development for the Parish Religious Education catechists
- belongs to the Archdiocesan Association of Parish Directors, Coordinators, Administrators of Religious Education (PDCARE)
- participates in Archdiocesan sponsored events such as the Catechist Convocation, Fall and Spring Professional Days and Retreats
- attends the monthly Directors and Coordinators of Religious Education County meetings sponsored by the Office for Catechetical Formation
- oversees budget for all expenses related to the Parish Religious Education Program. Follows the budgetary procedures as set by the pastor, parish finance committee and/or parish business manager.
- available for evening and weekend program activities, as needed

## **2. Sacramental Program**

The Director of Religious Education oversees the coordination and sacramental preparation of parish school-age candidates who attend the Parish Religious Education Program, Catholic school or private Catholic academies. He/she:

- schedules at the pastor's directives dates for First Penance and First Holy Communion
- schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion and Confirmation
- coordinates retreat days for students preparing for First Communion and Confirmation
- prepares the liturgy, with the pastor or his delegate, for First Penance, First Holy Communion and Confirmation

- schedules Advent and Lenten Penance Services with the opportunity for individual confessions for the Parish Religious Education children
- creates and oversees catechetical plans for older baptized Catholic children or teens who seek the reception of First Penance, First Holy Communion and/or Confirmation.
- prepares liturgies for the Parish School in consultation with the school principal/teachers and the school music teacher
- Practices with student readers for all school or REC liturgies
- Supports and oversees the individuals involved in the coordination of the teams for Liturgy of the Word Program for children
- May organize and oversee a Vacation School/Camp or Summer Religious Education Program

**Resumes and cover letter should be emailed to Ed Murphy, Business Manager, at [meddmur@aol.com](mailto:meddmur@aol.com) or sent to**

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