



## *St. Thomas More Parish*

2101 Pottstown Pike / Pottstown, PA 19465

### **Religious Education Coordinator** (D.R.E / C.R.E / A.R.E)

The Religious Education Coordinator (R.E.C.) is a part time position (19 hours per week) which includes most Sundays mornings and Tuesday nights, as well an occasional night and an occasional Saturday. This position has a maximum three (3) year commitment.

The R.E.C. reports directly to the pastor. The R.E.C. must be fully supportive of the Catholic Faith, of the culture of the Parish, and of the Neo-Catechumenal Way.

#### **Responsibilities include but not limited to:**

Continual development organization and supervision of Parish Religious Education Programs of children and adults.

Recruits, trains and supervises catechists and other volunteers; encourages catechists to obtain Catechetical Certification; offers periodic training on-site; conducts meetings as needed

Research and requisition resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish.

Maintains records of students, catechists, registration, and fees.

Works with the catechists for the sacramental preparation for all school children (First Holy Communion, First Penance, Confirmation).

Runs the Rite of Christian Initiation of Adults.

Communicates regularly with parents and assists parents in preparing children for the sacraments.

Coordinates Liturgy of the Word for Children: recruits and trains volunteers.

Complies with annual program budget.

Attends Archdiocesan meetings/trainings related to the position; participates in continuing education and faith formation programs.

Coordinates religious education calendar with other parish organizations.

Open, closes, and monitors condition of the school building for religious education programs.

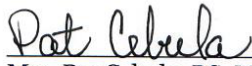
Meets regularly with the Pastor to plan and evaluate programs and procedures; serves as an ex officio member of the Parish Council.

**Preferred Professional qualifications:**

A religious education or teaching background.  
Education: Catechetic or Religious Studies  
Excellent communication and interpersonal skills.

**If interested please send resume to:**

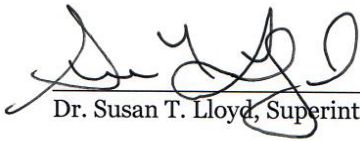
Saint Thomas More Parish  
2101 Pottstown Pike  
Pottstown, PA 19465  
e-mail: [stmores2@aol.com](mailto:stmores2@aol.com)



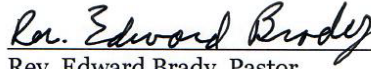
Mrs. Pat Cebula, BS, MS



Mrs. Andrea Chirieleison, Hill School



Dr. Susan T. Lloyd, Superintendent of OJR



Rev. Edward Brady, Pastor

