MONTGOMERY COUNTY
St. Francis of Assisi Parish
600 Hamilton St.
Norristown PA 19401

Parochial Administrator: Rev. Richard J. Smith
pastorsfa@gmail.com

Position: ***Coordinator of Religious Education***

The Coordinator of Religious Education is a professional catechetical leader who reports to the pastor and assists adolescents and children of the parish in their faith formation. He/she must be a practicing Catholic, in good standing with the Church and committed to the authentic teaching of the Catholic faith. The Coordinator of Religious Education is a part-time position.

The candidate should have deep knowledge of Catholic doctrine, liturgy, morality and prayer traditions; excellent written and oral communication abilities, as well as organizational, administrative, interpersonal and technology skills.

The responsibilities for this position are but not limited to:

- **Parish Religious Education Program (PREP)**
  - oversee and coordinate the faith formation of the parish children who do not attend Catholic School;
  - recruit catechists; provide spiritual and professional formation.

- **Sacramental Preparation:** work closely with the pastor and school principal in preparing parish children for First Penance, First Communion and Confirmation.

Education: Bachelor's Degree, preferably in Theology, Religious Studies or education.
Professional Experience: Preferably experience as an administrator, parish staff member or Catholic educator. With our growing Hispanic population, the ability to speak Spanish is also key but not mandatory.

Please send resume with a cover letter to:

Rev. Richard J. Smith
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