

GENERAL DESCRIPTION

Saint Anselm Parish is seeking a part-time Director or Coordinator of Religious Education (15-20 hours) to coordinate the faith formation of our parish's children who attend public or charter schools in grades 1 through 7 and Sacramental Preparation for all parish students preparing for the Sacraments of Initiation. Position includes nights and weekends.

REQUIREMENTS

- Practicing Catholic in good standing committed to the authentic teachings of the Roman Catholic Church and authentic teachings of our church.
- A degree in Sacred Theology or a related field and knowledge, skills and abilities normally obtained through parish experience or equivalent combination of education and experience.

DUTIES AND RESPONSIBILITIES

RELIGIOUS EDUCATION

- This person will oversee and direct the development of the Parish Religious Education Program (PREP) from Level 1 through Level 6 and the Sacramental Formation for level 7 in the Fall to preparation for the reception of Confirmation, usually celebrated in the Fall (November / December)
- Recruits, trains and supervises catechists and other volunteers; encourages catechists to obtain Catechetical Certification; offer professional development for those currently teaching the Catholic faith here at St. Anselm's.
- Implementation of the Safe Environment Program as required, including securing clearances for catechists and volunteers

SACRAMENTAL PREPARATION

- In collaboration with the pastor, principal, teachers and catechists plan and implement the Sacramental formation for the Sacraments of First Penance, Holy Eucharist, and Confirmation for both the parish's school children and PREP - including their parents/guardians.

SUBMIT YOUR RESUME TO:

Rev. Anthony T. Rossi, Pastor

Father.rossi@stanselmparish.com

Terry Grill, Business Manager –

tgrillo@stanselmparish.com