

St. Anthony of Padua Parish

259 Forest Ave

Ambler, PA 19002

215-646-4742 www.saintanthonyparish.org

Pastor: Fr. James McGuinn

Job Description: Director of Religious Education (DRE)

St. Anthony's is a family-based parish with 1700 households located in suburban Philadelphia. The mission of the parish is the mission of the Catholic Church which is to evangelize. The parish embraces the Spirit of the Great Commission at the end of Matthew's Gospel. (Matthew 28:16-28) The vision of the parish is to create a culture of missionary discipleship.

The Director of Religious Education must be an active disciple of Jesus Christ; able to share their faith and love of the Lord with the young families of our parish and committed to inspiring the next generation of disciples. The Director should understand the opportunities and challenges of evangelizing in today's culture. The Director of Parish Religious Education is a full-time, twelve-month position. This includes some nights, weekends, and Sunday mornings particularly during the programming year (September through May). Candidate must be a fully initiated and practicing Catholic, in good standing with the Church.

Summary and Basic Objective

Coordinate the Parish Religious Education Programs for approximately 250 parish children who attend public and non-Catholic private school (Grade Level K to 7) including the recruitment, management, training and support of volunteer catechists. Coordinate with our regional school Our Lady of Mercy and the DRE's of feeder parishes.

Member of Parish Staff

1. Be an active part of the parish team and be "on the same page."
2. Participate in all staff and other key meetings.

Requirements of our Children's Faith Formation Program (CFF) Director

1. Sessions are currently held Tuesday afternoon & evening and Sunday morning as well as several evening events.
2. Coordinate sacramental preparation and Liturgies for First Penance, First Holy Communion and Confirmation.
3. Manage communications with families and use of social media, webpage, parish bulletin and email.
4. Participate as an Ex Officio member of the Parish Pastoral Council and Parish Commission for Youth & Family.
5. Participate in vicariate meetings and events sponsored by the Archdiocese of Philadelphia DRE Association.

Professional Qualifications

1. A significant ability to form relationships with parish families and staff members.
2. BA in Theology or Religious Studies, or BA in Education with an additional credits in Theology and Catechetics (preferred).
3. Experience as a Director or Coordinator of Religious Education or an administrator/teacher preferably in a Catholic School preferred.
4. Must have experience with MS Office and have good personal and technological communication skills.

Salary and Benefits

Based on experience

Start Date

As soon as possible

Please email or fax resume with two letters of recommendation to Fr. James McGuinn C/O Barbara Daly, Pastoral Associate bdaly@saintanthonyparish.org

Fax: 215-646-4864