

Saint Ignatius of Antioch Parish, Yardley, PA
Director of Religious Education
Job Description

St. Ignatius of Antioch parish is currently seeking a Director of Religious Education. The position of Director of Religious Education (DRE) is a full-time, 12 month 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 of Religious Education reports directly to the pastor. As a member of the parish staff, the DRE works with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators. The DRE is a professional catechetical leader who directs the youth of the parish in their faith formation.

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

Parish Religious Education Program (PREP)

- The primary responsibility of the Director of Religious Education is to administer (design, develop, direct, communicate and evaluate) the Parish Religious Education Program (PREP) for the approximately 400 parish children who attend public or non-Catholic private schools. He/She:
- oversees the development of the Parish Religious Education Program from grade K through 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.
- obtains resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the religious education efforts in the parish.
- ensures that the Safe Environment requirements, policies, and mandates for PREP volunteers are in compliance with the Office for Child and Youth Protection in coordination with the parish Safe Environment Coordinator.
- obtains approval and support from the pastor for the general direction of the religious education of the parish.
- meets with the pastor routinely to discuss matters relating to the parish religious education program and sacramental preparation.
- implements Archdiocesan policies and procedures per the directives from the Office for Catechetical Formation.
- coordinates the program's schedule of classes and activities with the rectory.

- encourages PREP catechists to obtain Catechetical Certification according to the policy set by the Office for Catechetical Formation.
- recruits, orients and provides ongoing training and spiritual development for PREP catechists and aides.
- 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 the budget for all expenses related to the PREP program. Follows the budgetary guidelines and procedures as set by the pastor and/or parish business manager.

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 and/or private Catholic academies. He/she:

- schedules with the pastor and the rectory office the dates for First Penance, First Holy Communion and Confirmation.
- schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion and Confirmation.
- schedules, coordinates and prepares retreat days for students preparing for First Communion and Confirmation.
- prepares the liturgy with the pastor for First Penance, First Holy Communion and Confirmation.
- schedules Penance Services with the opportunity for individual confessions for the Parish Religious Education children.

Additional responsibilities include:

- Vacation Bible School
- Parish Liaison to Parish Catholic School (Sacrament Coordination)
- Manage Religious Education Ministry staff which currently includes a part time Administrative Assistant.
- Other duties may be assigned as necessary by the pastor.

Skills and Qualifications:

Bachelor's/Master's degree in related field and/or extensive experience in Faith Formation
 Computer literate in Microsoft Office
 Excellent language and communication skills
 Able to provide current State and Archdiocesan clearances and trainings
 Able to manage tasks with little or no supervision

Interested candidates should send a cover letter and their resume to:

Jayne Marcinkowski
HR Manager
St. Ignatius of Antioch Church
hr@stignatius.church