

MONTGOMERY COUNTY

Position: ***Director of Joint Religious Education Program***
Bl. Carlos Acutis Religious Education Program

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

St. Patrick
714 DeKalb St.
Norristown PA 19401

Pastor: Rev. Richard J. Smith
pastorsfa@gmail.com

Parochial Administrator: Rev. Manuel Flores
mjflores89@gmail.com

The Director 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 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 parish children who do not attend Catholic School from 1st to 7th grades
 - recruit catechists and provide them with spiritual and professional formation
- **Sacramental Preparation:** work closely with the pastors of both parishes in preparing parish children for First Penance, First Communion and Confirmation

Education: Master's Degree in Theology or Religious Studies preferred. Minimum Bachelor's Degree required

Professional Experience: Preferably experience as an administrator, parish staff member or Catholic educator. With our growing Hispanic population, the ability to speak Spanish is **mandatory**.