

SAINT JOHN THE BAPTIST PARISH

4050 Durham Road

Ottsville, PA 18942

Rev. Selvaraj Lucas MSC

pastor@stjohnsottsville.org

Director of Parish Religious Education Program

The Director of the Parish Religious Education Program (PREP) is a part-time position over twelve months a year. PREP class is held on Tuesday nights. The position requires approximately 15 hours total in a week - the day before PREP, the day of PREP and the half day after PREP. Salary is approximately \$20 to \$25/hr commensurate with experience. Candidate must be a fully initiated and practicing Catholic in good standing with the Church. The Director of Religious Education reports directly to the Pastor.

Interested candidates should forward via e-mail or by postal service a copy of their resume along with two Letters of Recommendation to Rev. Selvaraj Lucas MSC, Pastor.

Responsibilities include but not limited to:

- Coordinate and direct the Parish Religious Education Program for the parish children
- Coordinate the access and inclusion of children with special needs
- Coordinate Sacramental preparation for First Penance, First Holy Communion and Confirmation for all parish children (Retreats and Parent Sacrament Sunday)
- Attend to the specific educational needs of children who are not on a typical path for reception of Sacraments, i.e. a Fourth grader who is baptized only
- Maintain budget for all the parish catechetical programs and initiatives
- Participate in meetings and events sponsored by the Archdiocese of Philadelphia Association of Parish Directors, Coordinators and Administrators of Religious Education.

Professional Qualifications:

- Bachelor's or Master's Degree in Theology Studies or equivalent
- Experience as a Director or Coordinator of Religious Education (preferred)
- Strong computer skills, including Microsoft Office Suite
- Excellent communication and interpersonal skills