

## ST GABRIEL JOB DESCRIPTION—PHILADELPHIA, PA

Job Title: Director/Coordinator of Religious Education

The Director/Coordinator (D/CRE) of Religious Education is a part-time position. Primarily a Sunday program during the school year, after the 10 AM Sunday Mass. Some evenings and weekends are required.

### GENERAL DESCRIPTION

St. Gabriel is seeking a part-time Director/Coordinator of Religious Education to implement and evaluate all formal Religious Education in the Parish with emphasis on Levels 1-7 for approximately 38 students. The D/CRE is also responsible for catechist formation, sacramental preparation, and adult faith formation.

### REQUIREMENTS

- Practicing Catholic in good standing committed to the authentic teachings of the Catholic Faith.
- A degree in theology or a related field and knowledge, skills and abilities normally obtained through parish experience or equivalent combination of education and experience. Three references required.

### DUTIES AND RESPONSIBILITIES

#### RELIGIOUS EDUCATION

- Oversees and directs the development of the Parish Religious Education Program (PREP) from Level 1 through Level 7 including administering annual PREP registration
- Recruits, trains and supervises catechists and other volunteers; encourages catechists to obtain Catechetical Certification; offers periodic training on-site; conducts meetings as needed
- Collaborates with other members of the parish staff to develop outreach plans for evangelization
- Implementation of the Safe Environment Program is required, including securing clearances for catechists and volunteers

#### ADULT FAITH FORMATION

- Develops and coordinates RCIA and Adult Faith Formation initiatives of the parish
- Works with the Pastor on the new “*Confirmation Crash Course*”
- Recruits, trains, and mentors a small team of volunteers supporting RCIA/Adult Faith Formation
- Serves as a member of the Parish Council

#### SACRAMENTAL PREPARATION

- Under the guidance of the Pastor, oversees and directs all sacramental preparation for First Penance, Holy Eucharist, and Confirmation
- Coordinates sacramental dates, meeting dates, workshops, sacramental retreat days, practice days, welcoming events, and post sacramental meetings for Parish parents of all children who will be receiving the sacraments during the present year

SUBMIT RESUME TO:

Fr. Francis P. Foley, Pastor  
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