

St. Joseph Church, Warrington
Director/Coordinator of Religious Education
PART TIME Job Description

The position of Director/Coordinator of Religious Education (DRE or CRE) is a part-time, 12 months 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/Coordinator of Religious Education reports directly to the pastor. As a member of the parish staff, the Director/Coordinator of Religious Education works collaboratively with other staff members.

The Director/Coordinator of Religious Education is a professional catechetical leader who assists adults, adolescents, and children of the parish in their faith formation.

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

1. Parish Religious Education Program

The primary responsibility of the Director/Coordinator of Religious Education is to administer (design, develop, direct, communicate, and evaluate) the Parish Religious Education Program for the parish children who attend public or non-Catholic private schools. He/She:

- oversees the development of the Parish Religious Education Program from Grade 1 through 7, 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
- coordinates the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor according to the Order of Christian Initiation of Adults
- researches and requisitions resources (AV, textbooks, liturgy materials, reference works, etc.) that complement the religious education efforts in the parish
- Implements Safe Environment requirements policies and ensures that all volunteers are in compliance with the Office for Child and Youth Protection clearances and trainings.
- 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 and sacramental preparation
- implements Archdiocesan policies and procedures per the directives from the Office for Catechetical Formation
- keeps informed of new models for parish religious education and safe environment policies.

- ensures that the Religious Education Program schedule of classes and activities are submitted to the pastor or his delegate for approval
- updates and distributes the Parish Religious Education Program handbook for catechists and the Parish Religious Education handbook for families on an annual basis
- encourages Parish Religious Education catechists to obtain Basic Catechetical Certification according to the policy set by the Office for Catechetical Formation
- recruits, orients, and provides ongoing professional training and spiritual development for the Parish Religious Education catechists
- belongs to the Archdiocesan Association of Parish Directors, Coordinators, Administrators of Religious Education (PDCARE)
- 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 budget for all expenses related to the Parish Religious Education Program. Follows the budgetary procedures as set by the pastor, parish finance committee, and/or parish business manager.

2. 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, or private Catholic academies. He/she:

- schedules at the pastor's directives dates for First Penance and First Holy Communion
- schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion, and Confirmation
- coordinates retreat days for students preparing for First Communion and Confirmation
- prepares the liturgy (with the pastor or his delegate) for First Penance, First Holy Communion, and Confirmation
- schedules Advent and Lenten Penance Services with the opportunity for individual confessions for the Parish Religious Education children
- creates and oversees catechetical plans for older baptized Catholic children or teens who seek the reception of First Penance, First Holy Communion and/or Confirmation.

Interested candidates should send their resumes to: Rev. Joseph Bordonaro, St. Joseph Rectory, 1795 Columbia Avenue, Warrington, PA 18976; or Fr.bordonaro@verizon.net.