

**St. Matthew, Conshohocken, PA**  
**Director/Coordinator of Religious Education**  
**Job Description**

The position of Director/Coordinator of Religious Education (DRE or CRE) is a full time position. The Director/Coordinator 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 170 parish children who attend public or non-Catholic private schools. Along with the Children's Liturgy of the Word, Vacation Bible School and St. Matthew Early Childcare Center Preschool Religion Lessons. He/She:

- oversees the development of the Parish Religious Education Program from Grade Level 1 through Grade Level 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.) which 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 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 the 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/Coordinator 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.

## **3. Coordinator of the *Christian Initiation* (formerly RCIA) for unbaptized adults or validly baptized adults from other ecclesial communities. (Coordinate celebration of Rites, instruction sessions, and parish liaison to the Office for Worship, Archdiocese of Philadelphia. Attend Archdiocesan workshops for *The Christian Initiation Process*.)**

4. Children's Liturgy oversee the functioning of the Children's Liturgy of the Word program offered at the parish. The Children's Liturgy of the Word is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.
- Maintains a current list of Children's Liturgy of the Word Teachers & Helpers/Volunteers.
  - Ensures any changes in the list of Children's Liturgy of the Word Teachers & Helpers/Volunteers are communicated promptly to the Parish Volunteer Screening Committee.
  - Arranges scheduling for teachers and helpers involved in Children's Liturgy of the Word.
  - Trains, supervises and evaluates Children's Liturgy of the Word teachers and volunteers.
  - Follows the format for Children's Liturgy of the Word developed in consultation with the Pastor.
  - Supervises teachers and volunteers that may be present.
  - Liaise with parents and/or guardians of children participating in Children's Liturgy of the Word as needed.
  - Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
  - Meet with Children's Liturgy of the Word teachers on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
  - Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
  - Is available for meetings and training on both the parish and diocesan levels. Schedules, coordinates and is present for planning meetings as required.

#### **Requirements**

- The D/CRE must be a practicing Catholic and 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
- A degree in Catholic theology, religious education or a related field and knowledge, skills and abilities normally obtained through parish experience or equivalent combination of education and experience.
- Competent educator capable of guiding catechists in proper teaching techniques and spiritual development
- Ability to relate to people in a professional and confident manner
- Ability to maintain confidentiality as needed
- Working knowledge of Microsoft Office
- Sound interpersonal communication and organizational skills
- Commitment to carrying out the mission and pastoral plan of St. Matthew

**Interested candidates should submit their resumes to Rev. Joseph Devlin, Pastor at [frdevlin@stmatthewparish.com](mailto:frdevlin@stmatthewparish.com).**