

# ST MADELINE CATHOLIC CHURCH

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| <b>Position</b>    | Coordinator of Religious Education                                                 |
| <b>Location</b>    | St Madeline Parish, Ridley Park, Pennsylvania                                      |
| <b>Reports to</b>  | Chief of Staff                                                                     |
| <b>FLSA Status</b> | Part-time (approx. 20 hours/week)<br>All clearances and background checks required |

## Vision

The Coordinator of Religious Education oversees the administration of parish religious education programs, including traditional PREP and Family Catechesis. This position supports children in cultivating their baptismal grace into fruitful discipleship and a living relationship with Jesus Christ. Working closely with the catechists, the CRE fosters a culture of missionary discipleship aligned with established pastoral priorities. The CRE helps advance a missionary catechetical model, available through the Word of Life program, suited to the Apostolic Age in which we live.

## Duties & Responsibilities

### Mission & Vision Development:

- Cultivate a mindset and skillset around missionary discipleship through various opportunities available through the Pastor and wider Archdiocese
- Participate in Staff formation opportunities when assigned for ongoing growth
- Pray fervently for the fruitfulness of the parish's missionary efforts, especially those focused on PREP families.

### Team Leadership:

- Recruit, train, oversee, and assist a team of volunteer catechists in both traditional PREP and Family Catechesis
- Discern and implement formative opportunities for catechists and key volunteers for encouragement and spiritual development
- Develop a plan for the engagement of PREP parents through intentional outreach and evangelization initiatives

### Administration:

- Prepare, schedule, and oversee Sacramental programs for students/parents
- Oversee the program's registration of students
- Manage, oversee, and provide:
  - Textbooks, teaching materials, resources for the program
  - Learning environments (classroom and building)
  - Budget for the program
- Manage sacramental preparation for First Penance, First Communion, and Confirmation for PREP children in connection with those parish students in our parish / private schools

### Communication:

- Prepare and schedule timely and engaging correspondences with catechists and parents

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- Prepare social media, bulletin, and Mass announcement promotional material as needed to build the program and encourage participation
- Update the Chief of Staff on important progress or challenges as needed

### Adult Faith Formation:

- Assist the pastor in receiving inquirers to the faith and pairing them with volunteers for the pre-catechumenal stage

### **Qualifications**

The ideal candidate will be a committed and engaged Catholic who is on fire with love for Jesus Christ and His Church. The candidate must live the faith vibrantly through participation in Sunday Mass, Holy Days of Obligation, and regular encounters with Jesus in the sacraments of Reconciliation and the Holy Eucharist. The candidate must be eager to share the Good News with others and live a life in alignment with the teachings of the Church.

The candidate should also possess:

- Experience in religious education, with a preference given to a candidate with a theology, catechetical, or religious education background
- Meets the Archdiocesan Catechetical Certification requirements
- Experience in leading a team effectively, including managing and resolving conflict
- Detail-oriented mindset with excellent organizational, communication, computer, time-management and interpersonal skills
- Creative and self-motivated while remaining receptive to direction from superiors
- Readiness to establish and maintain good relationships with parishioners, catechists, and colleagues
- Must have efficiency in Microsoft Office Suite, Canva, social media, and other online applications

### **Working Conditions**

An office space will be provided in the parish offices.

### **Salary**

This position offers around \$20-22/hour

### **Contact**

Submit a resume and any relevant supporting documents to Kim Costanzo at [kcostanzo@stmadeline.org](mailto:kcostanzo@stmadeline.org)

### **About the Parish**

St. Madeline Parish is composed of approximately 2,000 registered households in the Ridley Park neighborhood of Ridley Township. The parish operates a regional parish school that oversees the Catholic education of approximately 315 students and has about 160 students in PREP.