

Director / Coordinator of Religious Education

Job Title: Coordinator/Director of Religious Education

Location: Saint Mary Catholic Church Schwenksville, PA 19473

Position Type: Part-time within a flexible work schedule

Responsibilities:

1. Manage all aspects of the Parish Religious Education Program, including scheduling, registration, supervising volunteers, and communication with students, parents, volunteers, and parish staff.
2. Coordinate preparations for Baptized Catholic children to receive the Sacraments of First Reconciliation, First Holy Communion and Confirmation.
3. Coordinates retreat days for students preparing to receive Sacraments.
4. Schedules Advent and Lenten penance services for Parish Religious Education children.
5. Assist in determining appropriate plan for catechesis of unbaptized, school-aged children.
6. Assist, as needed, with adult faith formation programs.
7. Maintain accurate records and prepare reports as needed.

Qualifications:

1. Catholic Faith: Practicing Catholic in good standing with a strong commitment to Catholic teachings, values, and traditions.
2. Education: Bachelor's degree in religious studies, Theology, or a related field is required. Master's degree is preferred. Relevant experience may be considered in place of degree.
3. Experience: Previous experience in religious education is highly desirable.
4. Organizational Skills: Excellent organizational and administrative abilities, with the capacity to manage multiple tasks and deadlines effectively.
5. Team Player: Ability to work collaboratively with parish staff and volunteers.
6. Compliance: Ability to pass a background check and comply with all Archdiocesan policies and procedures regarding child protection and safe environment requirements.

Application Process: Interested candidates should submit a resume, cover letter, and list of professional references to **Kathleen Wasniewski, Parish Business Manager, at kwazchurchofsaintmary.org**. Please include "Part-Time Director of Religious Education" in the subject line of your email.