

Our Mother of Consolation
7 E. Chestnut Hill Avenue, Philadelphia, PA 19118

Title/Description: Director/Coordinator of Religious Education (Part Time - 20 hours)

The position of Director/Coordinator of Religious Education (DRE or CRE) is a part-time, 20 hours a week, twelve month 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 with other staff members to foster and maintain a working environment where worship, prayer, hospitality, and learning are the primary motivators.

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

Responsibilities:

- ❖ ***Parish Religious Education Program (PREP):*** Design, implement, and direct Sunday morning Parish Religious Education Program (PREP) for children in Grades 1 through 7, including children who are homeschooled and children with special needs and disabilities, according to the guidelines of the Office for Catechetical Formation of the Archdiocese of Philadelphia
 - Ensure sufficient number of Catechists and assistants
 - Provide ongoing training and supervision for Catechists
 - Attend DRE county meetings and other required meeting
 - Communicate regularly with parents regarding program requirements
 - Keep required records for integrity of program
 - Personally meet and register new families/children into the program
 - Order and process all necessary catechetical materials
 - Provide onsite supervision and building security during PREP
 - Create and oversee catechetical plans for older baptized Catholic children or teens to complete Sacraments of Initiation
 - Assure compliance with all Archdiocesan Safe Environment requirements, policies, procedures, and directives

- ❖ ***Sunday Story:*** Oversee 9 AM Mass Liturgy of the Word program for children ages 4 - 8.
 - Train, support, and schedule Catechists
 - Compile necessary materials for use with children
 - Assure compliance with all Archdiocesan Safe Environment requirements

- ❖ ***Sacramental Program:*** Design, implement, and oversee the sacramental preparation process for First Penance, First Eucharist, and Confirmation
 - Coordinate, schedule, and oversee Parent Sacrament Forum meeting
 - Coordinate, schedule, and oversee Parent/child retreat for First Reconciliation and First Eucharist
 - Coordinate Confirmation retreat with Youth Minister
 - Coordinate, schedule, and oversee Confirmation service Days
 - Collaborate with Pastor and Director of Music in planning liturgies
 - Schedule and oversee sacrament celebrations in collaboration with Pastor, Principal, Director of Parish Services, and Youth Ministry
 - Record sacrament information as required by Parish and Archdiocese

- ❖ ***Achieve Parish Mission and Pastoral Plan:*** In collaboration with the Pastor and parish staff, help to create an environment that supports the Parish mission and works to achieve the Parish Pastoral Plan.
 - Guided by the Gospel and the Spirituality of the Oblates of St. Francis de Sales
 - Performs other tasks as agreed upon with the Pastor
 - Conducts all responsibilities with utmost discretion and confidentiality

Qualifications:

- ❖ DRE - Master's Degree (Theology, Religious Studies, Education, related field)
CRE – Bachelor's Degree (Theology, Religious Studies, Education, related field)

- ❖ Strong Organizational Skills: Must have the ability to plan, implement, and oversee educational program while being sensitive and responsive to the needs and life situation of individuals and families

- ❖ Strong Interpersonal Skills: Must have the ability to communicate effectively with parishioners and staff; be available on some weekends and evenings

- ❖ Strong Pastoral Skills: Must have a strong faith and spirituality and an ability to communicate that faith and spirituality in a manner consistent with the pastoral needs of the recipient

- ❖ Strong Computer Skills

Salary & Benefits: Determined in accordance with the Archdiocesan Guidelines
If interested, send resume to Fr. John Fisher, OSFS at jfisher@omcparish.com