

Overview Director of Religious Education (DRE) Responsibilities
St. Anthony of Padua Parish
259 Forest Ave.,
Ambler ,PA 19002
www.saintanthonyparish.org

The position of Director of Religious Education is a full time, twelve months a year position. The DRE is to be a practicing Catholic in good standing with the Church. In addition, our DRE must accept and be committed to the authentic teachings of the Catholic Church as they are promulgated in the Archdiocese of Philadelphia under the authority of the Archbishop of Philadelphia.

The DRE reports directly to the Pastor. As a member of the parish staff the DRE will attend bi-weekly Staff Meetings and work in close association as part of the parish ministry team which formulates and implements all the various parish ministries. The DRE is a professional catechetical leader who assists adults, adolescents and children in their faith formation. The DRE has direct oversight of the Children's Faith Formation Program and its ancillary activities. It is of vital importance that the living of the Catholic faith, its worship, prayer and practice, its service dimensions and practical witness be foundational to the Children's Faith Formation program as it transpires here at Saint Anthony's.

The DRE should have a Bachelor's/Master's Degree in Theology or Religious Studies or the equivalence (e.g. Degree in Education with years of teaching or other administrative work), including some extensive (more than a year or two) involvement in Faith Formation at the parish level. Computer literacy (Microsoft Office) and the capacity to learn PDS programs are minimal requirements. Excellence in communication is an essential. The DRE is expected to be able to manage her/his program with little or no direct supervision but always under the auspices of the overall parish vision. Appropriate dress is a necessity at all times. The position requires the ability to be very mobile in the administering of the program across the entire parish facility.

Below you will find an Overview of the specific DRE responsibilities here at Saint Anthony's. Please email us at bdaly@saintanthonyparish.org or call 215-646-4742 and speak with Barbara Daly, Pastoral Associate, for further information.

Current areas of responsibility:

- **Children's Faith Formation**-Approx. 300 children, 75 volunteers (Catechists, Assistants, Office Staff and Teen Aides)
- **Sacrament Programs-**
 - First Reconciliation and Communion average-65 children and families
 - Confirmation average 60-70 (includes Private school families)
 - St. Anthony is part of Our Lady of Mercy Regional Catholic School at Maple Glen Pa. Each sacrament needs to be coordinated with OLM.
 - "Catch up" Sacraments for children/young people
- **St. Anthony Preschool Religion Program-** (3 and 4 year olds)
- **Little People Sunday Worship**-10 to 15 participating families
- **Children's Liturgy of the Word**
- **Children's Mass** (3 or 4 throughout the liturgical year)
- **Spirit Team/Retreat for Gr. 3-6** Team comprised of young people in Gr. 7-12
- **Summer Bible Camp**- 100 plus campers Preschool thru Gr. 4, 60+ Gr. 5 and older Crew Leaders and 12 Adult volunteers
- **Parish Events like Live Nativity (can include Saint Anthony Youth (StAY) sponsored as well)**

1. Administration

1. develop curriculum according to Archdiocesan guidelines
2. input and maintain records for registration, class assignment and attendance in PDS database
3. filing and distribution of all pertinent material
4. maintain volunteer resources and media
5. prepare, implement and monitor budget
6. write checks, make deposits, balance checkbook, send accounting to bookkeeper
7. prepare yearly calendars, reserve needed space through parish secretary
8. set goals, vision for both Catechist and Family Handbooks
9. write grants
10. vision what equipment is needed for various formation learning areas
11. must be able to deal with a growing Spanish-speaking (parents) community and help children in such families find their proper education level regarding their faith instruction

2. Children's Faith Formation...CFF

1. recruit/schedule/coordinate catechists/assistants/Teen Aides/Office Staff

2. develop binder with basic lesson calendar for each grade level and information required by the archdiocese regarding volunteer responsibilities
 3. provide training via orientation, technology workshop, lesson planning, one on one meetings
 4. assume responsibility for catechist certification, diocesan awards
 5. equip classrooms with warm environment
 6. provide creative formation events and service projects for children
 7. provide counsel regarding family issues that might arise
 8. assist families in engaging in activities, parent meetings, liturgical offerings
 9. be a welcoming presence at each session
 10. ensure all Safe Environment Requirements, policies, mandates for volunteers to comply with the Office for Child and Youth Protection protocols
3. Publicize and communicate
1. prepare/publish/distribute flyers, handbooks
 2. use email and other appropriate social media for weekly communication with volunteers and families
 3. plan information to be broadcast thru bulletin, web page, Flocknotes, etc.
4. Staff Responsibilities
1. Attend Staff meetings twice a month
 2. Attend Pastoral Council, CORE Team Meetings, Parish monthly Commission meetings serving on StAY Commission
 3. Help organize parish intergenerational, social and worship events (e.g. Family Movie Night, Live Nativity, Women's Retreat, etc.)
 4. Be available to Preschool and Child Care staff and families
 5. Assist young people asking to participate in programs as their 'Graduation Project'
5. Professional Expectations
1. Keep abreast of new resources, curricula, educational philosophy, etc.
 2. Meet with publishers to review various curriculum
 3. Attend PD/CARE monthly meetings to network with other DREs in the Montgomery County area as well as receive updates from Office of Catechetical Formation
 4. Attend Fall and Spring Professional Days at the Seminary as well as yearly Fall Conference in Avalon with national speaker
6. Work Environment

1. CFF Office is hub for meetings, resources, office functions
2. Work hours-Full time thru the entire year
3. Usual work hours includes week days, evenings and weekends
4. Travel includes trips to meetings at various parishes and schools as well as the seminary throughout the year

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