**DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION (DRE/CRE) – Full Time**

All Saints Parish, Butler, PA

**SUMMARY**

All Saints Parish seeks to offer its next Director/Coordinator of Religious Education (DRE/CRE) an exciting opportunity to envision, implement and oversee a catechetical program for both adults and children through existing methods and practices, and creatively introducing new ones for programmatic renewal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This person will work under the direction of the pastor, and in collaboration with the parish director of evangelization, and other staff members and volunteers/catechists for the development and strengthening of parishioners’ relationship with Jesus Christ and his Church through the following:

* Lead the faith formation/religious education program, inclusive of Catechesis of the Good Sheperd (CGS Level 1), and Vacation Bible School (VBS).
* Lead the RCIA/OCIA parish program.
* Prepare baptized children and adults for the sacraments of Reconciliation, Eucharist, and Confirmation.
* Catechize children in collaboration with their parents.
* Engage parents to walk with their children on their sacramental preparation and religious formation journey.
* Recruit, lead, train, evaluate, and ensure the ongoing formation of volunteer lay catechists and organizers.
* Coordinate and communicate with Butler Catholic School personnel and families to accommodate students who have been prepared for the sacraments in the local Catholic elementary school.
* Follow all Catholic Church and Diocese of Pittsburgh standards, policies, and guidelines for the preparation and celebration of the sacraments.
* Ensure that accurate records are kept of catechists, students, and families, including sacramental records.

**QUALIFICATIONS**

* Active and practicing member of the Roman Catholic Church.
* Dedicated to personal ongoing formation and spiritual growth.
* Collaborative; strong interpersonal and communication skills including: professional use of email, text messaging, and social media.
* Proficient in record keeping & digital database management.
* Organized, prompt, enthusiastic.

**EDUCATION and/or EXPERIENCE**

* Bachelor’s Degree in religious studies, religious education, catechetics, or theology (if no degree in these disciplines, commensurate experience in religious education ministry will be considered)
* Master’s Degree in theology or divinity to be considered a DRE
* 2 years’ experience in catechetical ministry, preferably in a parish setting
* 2 years’ experience in administration

**Please submit a cover letter and resume to Rev. Kevin C. Fazio at kfazio@allsaintsbutler.org.**