PARISH CATECHETICAL LEADER MINISTRY

Position: DRE or CRE

Reports to: Pastor

Employment: Part time to start

 20 hours a week

Parish: St. Francis of Assisi

 2117 45th Street

 Astoria, New York 11105

 718-728-7801

Responsibilities: Administer the Religious Education Program. At present there are only 56 children in the program. The program is held on Sunday mornings from 10:30am to 12 Noon. The children are strongly encouraged to attend the 9:30am Family Mass then go over to school.

 Prepare candidates for the RCIA program.

 Administer the Confirmation Program (8th grade) and set up parent meetings, a prayer day for those to be confirmed.

 Administer the First Penance and First Communion program (2nd grade) and set up parent meetings, day of prayer for Penance and day of prayer for Holy Communion.

 Prepare the yearly calendar, office responsibilities, record keeping and other duties as assigned.

The person should be a practicing Catholic, meet the requirements for the Diocesan Safe

Environment Program. Have prior experience and be able to collaborate with staff and school.

Possess speaking and organizational skills. Have computer skills.

Salary: TBD

Start Date: TBD

Resume and Cover letters accepted ASAP.

Msgr. Ralph J. Maresca

rmaresca@diobrook.org

718-7287801