

DIRECTOR OF FAITH FORMATION

Job Description

Status: Full-time, Non-exempt, 12 month.
Supervisor: Pastor.

Primary Function of This Position

Leadership, administration, coordination, and education and/or enhancement of faith formation and evangelization of children, youth, young adults, and adults through the Catholic Church. Manages sacrament preparation of children, youth, young adults, and adults and works with the pastor and the Director of Music and Liturgy for sacramental liturgies.

Major Position Responsibilities and Regular Activities

A. Faith Formation and Evangelization

1. Develops a coordinated approach to faith formation and evangelization with the pastor and the Lifelong Faith Formation Commission. Helps establish and implement a faith formation and evangelization vision statement and goals that are parish-specific. Helps evaluate and update yearly. Includes:
 - a. Archdiocesan document with the four “mission wheel” stages: Reach All People (pre-evangelization), Call Seekers (evangelization), Form Believers (initiator, mystagogical, and continuing catechesis), and Send Disciples,
 - b. Church documents that aim faith formation toward personal conversion, active membership in the Church, and the transformation of society,
 - c. Church documents that outline the six fundamental tasks of catechesis: knowledge of the faith, worship, morality, prayer, community life, and evangelization. Additionally, the Church’s youth ministry documents include: advocacy, leadership development, and pastoral care,
 - d. needs and preferences of parishioners,
 - e. current research and best practices, and
 - f. alignment with the parish’s overall vision and goals.
2. Directs comprehensive child, youth, and young adult ministry programs based on the parish’s faith formation and evangelization vision statement and goals.
3. Directs adult ministry programs as assigned by the pastor.
4. Directs sacramental preparation programs including RCIA with children, RCIA with youth, First Reconciliation, First Eucharist, older children and youth seeking First Reconciliation and/or First Eucharist, youth Confirmation, RCIA with adults, adult Confirmation, and infant Baptism.
5. Prepares sacramental liturgies with pastor and Director of Liturgy and Music.

6. Collaborates with the pastor and the Director of Liturgy and Music to assure that worship is integrated into faith formation and faith formation into worship.
7. Responds to those persons with special needs.
8. Provides opportunities for parent engagement and dialog to strengthen their role as primary catechists of their children and youth and enrich family life.
9. Recruits, screens, trains, coordinates, supports, enriches, and recognizes catechists and other volunteers. Includes facilitating their personal faith growth and developing a learning community.
10. Coordinates Catechetical Sunday with the pastor and Director of Liturgy.
11. Seeks out and welcomes new and less active families with children and youth, young adults, and adults into the parish.
12. Responds to inquiries of families with children and youth, young adults, and adults who are interested in the Catholic faith.
13. Promotes evangelization programs and formation opportunities for parish evangelizers.
14. Selects appropriate faith formation and evangelization resources based on the US Catholic Conference of Bishops and Archdiocesan guidelines.
15. Communicates regularly with those involved in faith formation and evangelization, with the parish, and with the community, including through the website and social media. Communications should creatively engage and encourage involvement.

B. Administration

1. Establishes and updates a "Model of Alignment" for the role, including purpose statement, values, key responsibility areas, and goals, with the pastor and staff. Must be aligned with the faith formation and evangelization vision and goals. Includes a continuing education plan.
2. Participates in ongoing evaluation of the "Model of Alignment," including a yearly review process with the pastor.
3. Ensures compliance with the Archdiocese's Safe Environment requirements and Parish and School Policy Manual. Ensures compliance with other Archdiocesan / National / Universal policies and documents.
4. Creates operating procedures for key aspects of the position.
5. Maintains accurate records (attendance, sacraments, etc.).
6. Proposes and manages a budget with the pastor and the Director of Administrative Services.
7. Maintains faith formation supplies.
8. Maintains faith formation spaces.
9. Participates in staff meetings, activities, and shared responsibilities.
10. Participates in the Lifelong Faith Formation Commission (ex officio).
11. Acts as a resource for the Pastoral Council, staff, parents, parish, and community regarding faith formation and evangelization.
12. Visibly engages in principal parish events.
13. Participates in Deanery and Archdiocesan meetings and activities.
14. Participates in MAREDA association of catechetical leaders.
15. Participates in ecumenical meetings and activities in the community.

16. Invests in partnerships among school and community organizations to promote positive family development.
17. Performs other duties as assigned by the pastor.

Position Specifications / Requirements

Skills, Knowledge, and/or Requirements

- Practicing Catholic.
- Ability to articulate Catholic theology in light of the Second Vatican Council.
- Understanding of faith formation and evangelization methodologies.
- Computer skills including word-processing, budgeting, and communication.
- Ability to work flexible hours, including evenings and weekends.
- Ability to recognize and honor diversity within the community.
- Ability to honor and maintain confidentiality.

Education, Training, and/or Experience

- Bachelor's Degree with a major in Religious Education or the equivalent.
- Eligible for Advanced Religious Education Certification from the Archdiocese.
- Eligible for compliance with Archdiocesan Safe Environment requirements.
- Two years or more experience in a church or parochial school setting as a teacher, administrator, or catechist.

ADA Physical Requirements

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- Functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all the responsibilities associated with this position.

Employee Signature _____ Date _____