

ST. JOSEPH CATHOLIC PARISH
JOB DESCRIPTION –DIRECTOR OF FAITH FORMATION

Title: Director of Faith Formation
Ages: K-8 & Young Adult
Reports to: Pastor
Date: June 2017

Purpose and Scope

- Under the direction of the Pastor & School Principal, plans, develops, organizes and evaluates the Faith Formation Program for the Parish.
- Collaboration with the school faith formation needs.
- In collaboration with the RCIA Director, provide catechesis for High School & young adult age individuals needing Sacraments.
- Coordinates, recruits, and facilitates training and evaluation for volunteers' formation programs s/he oversees, including commissions groups.
- Selects appropriate and approved materials and media for programs and processes.
- Communicates with parishioners, parish staff, the diocese and keeps abreast of the current national trends and issues within faith formation and catechesis in general.

Essential Job Functions

- Develops goals, objectives, and implements strategies for a comprehensive faith formation program that serves K-8, High School (young adult) including preparation for sacraments.
- With understanding of the Pastor's vision, the formation team and the formation commissions develops and implements a coherent and unified curriculum and catechetical plan for the Parish of Saint Joseph.
- Directs and oversees various faith formation programs that support a lifelong deepening of the Catholic faith for student in formation consistent with the Catechism of the Catholic Church (CCC), National Directory for Catechesis (NDC), diocesan guidelines, and parish needs.
- Offer Vacation Bible School for 1/week each summer including: Curriculum, budget, volunteers, and registration.
- Responsible for the recruitment and training of volunteers/catechists to conduct the parish's catechetical programs.
- Assures volunteers/catechists receive "SAFE ENVIRONMENT" mandatory training and establishes and implements appropriate training programs for catechists to receive required certification courses.
- Collaborates with Pastor (and Principal when applicable) on the development of yearly schedule and curriculum goals for all faith formation programs.
- Responsible for administrative functions, including maintenance of all sacramental records, program registrations and evaluations of catechists.
- Evaluates faith formation programs and staff/volunteers and makes recommendations to the Pastor.
- Researches approved materials and provides necessary primary and supplemental materials for all programing purposes.
- Promotes programs and provides material for the parish publications, both electronic and physical (and school publications when applicable).

- Provides support to the formation team for training, resources, and programs.
- Keeps current in developments/changes with Diocesan policies as they relate to formation and sacramental practices.
- Acts as a resource person for the formation teams/commissions, staff and parish community.
- Submits annual budget for review by the parish finance manager.
- Develops an accurate statistical picture of the catechetical efforts of the parish and submits reports to the Pastor and staff.
- Attends staff meetings.
- Facilitates commission subcommittee meetings.
- Attends meetings convened by the Diocesan Office of Catechetical Ministry.
- Keeps abreast of diocesan, national, and global Church trends in the field of catechesis:
 - Participates in local and regional organizations related to catechetics.
 - Attends diocesan Ministry/Catechetical Congress; attends appropriate workshops and
 - Professional Development Days.
- Keeps credentials current for diocesan certification as a Catechetical Leader.
- Additional Job Functions
 - Performs any other job-related duties as necessary for the smooth flow of work in the department and/or as assigned by the Pastor.

Knowledge, Skills and Abilities Required

- Treatment of each person and case with dignity.
- **Proficiency of English and Spanish languages is essential.**
- Knowledge of Catholic doctrine and beliefs as presented in the documents of Vatican Council II, the Catechism of the Catholic Church and other relevant Church and Catechetical Documents.
- Knowledge of the RCIA Process and understanding of the RCIA text.
- Knowledge of the multi-cultural dimensions of catechesis.
- Ability to evaluate and assess needs and use results to inform the Pastor to further develop catechetical processes.
- Leadership and teambuilding abilities to direct religious education and Sacramental preparation programs.
- Possess excellent planning, organizational and collaborative skills.
- Practicing Catholic with in-depth knowledge and training in Theology and Liturgy in the Roman Catholic tradition.
- Excellent communication and interpersonal skills and the ability to work well with others.
- Computer literacy, excellent written, oral communication and interpersonal skills.
- Working knowledge of management, supervision and administration; knows needs and resources of parish community; must have updated knowledge of educational and catechetical trends and practices.
- Ability to work under pressure; must initiate, be creative, and anticipate solutions to problems: needs good judgment in emergency situations and when working with varied personalities and cultures; must be able to work under frequent interruptions.
- Ability to maintain accurate fiscal records, and budgetary and statistical data.
- Ability to interact with individuals and groups, maintain appointments and meetings on
- Actively support fellow office staff when needed. Example...answering doors when needed, etc.
- Must have a valid driver's license and the ability to travel as required.

- The Director of Faith Formation will be expected to work no less than 40 hours per week, including evenings and weekends.

Minimum Qualifications

- Vetted by the Bishop/Diocese, Degree in theology, pastoral studies, religious education or a related field (Master's Degree preferred).
- Formation experience in a parish or diocesan position. Related degrees and comparable experience will be considered.