

Director of Faith Formation: Job Description

Saint Patrick Church

Supervisor: Pastor, Category: Exempt, Full time

Job Summary: The Director of Faith Formation administers a total parish bilingual Faith Formation and Sacrament Preparation program. The director assists the pastor in building a solid foundation for spirituality, Christian living, and evangelization in the parish community.

Requirements:

- MA in Theology/Religious Studies or Master Catechist Certificate.
- Excellent communication, computer, management, and supervisory skills.
- Experience in parish ministry preferred.
- Must be able to work weekends and some evenings.
- Spanish speaker a plus.

A. Directs catechetical process for the parish which supports lifelong learning as the foundation for all religious education and faith formation:

- 1) Integrates direction from U.S. Bishops, Diocesan Statutes and Standards, and catechetical documents into program planning. Continuously evaluates goals, objectives and the vision for the faith formation and sacrament preparation process for the parish.
- 2) Directs and supervises catechetical team and volunteers.
- 3) Attends staff and diocesan meetings. Pursues further education and professional development through workshops, conferences and current catechetical literature.
- 4) Provides pastoral support for parents regarding the developmental readiness for their child to proceed with sacrament preparation.

B. Administrative responsibilities of the Faith Formation Department:

- 1) Develops and monitors the faith formation budget (income and expenses); works with the parish accountant in coordinating bill payments.
- 2) Implements Diocesan mandates for the "Safe-Environment" and "Code of Conduct" education for the parish including record keeping.
- 3) Maintains department record keeping of family registrations, attendance, homework, and sacramental information for parish records.
- 4) Encourages catechist formation/training according to Diocesan policies; maintains Diocesan records for Catechist Certification.
- 5) Coordinates with other St. Cecilia Center staff in the ordering and maintaining of St. Cecilia building equipment and supplies.
- 6) Collaborates with maintenance personnel regarding St. Cecilia building maintenance, improvements and repairs.

C. Designs and implements Family Faith Formation process:

- 1) Works with catechetical teams to develop Family Faith Formation/Sacrament Preparation curriculum, including development and purchase of resources/text for children, youth and parent formation.
- 2) Creates Family Faith Formation and Sacrament Preparation yearly calendar in collaboration with parish ministries.
- 3) Works with and supervises catechists to develop and prepare lesson plans for age groups including activities, hand-outs and family homework assignments.
- 4) Works with parents regarding children with special needs.
- 5) Responsible for purchasing and set up of classroom supplies, (i.e. coffee, snacks, tables and chairs, craft tubs, etc.) Works with team and parent volunteers for clean-up after all events.
- 6) Responsible for submitting weekly bulletin announcements and/or inserts; utilizing bulletin boards and local newspaper to keep the parish and larger community informed of Faith Formation sponsored special events.

D. Implements Family Formation Process for children's Sacraments of Initiation:

- 1) Baptism:
 - Conducts an intake interview with parents/grandparents inquiring about baptism explaining Diocesan requirements for baptism and godparents.
 - Supports and supervises Baptismal catechists in the English and Spanish programs.
 - Ensures all details and forms are set before Baptism date.
 - Assigns coordinator to assist Father and family at the Baptism.
- 2) First Holy Communion:
 - Works with First Communion team to implement Sacrament Preparation workshops, including First Reconciliation; directs First Communion Retreat, Reconciliation Service, rehearsal, and First Communion Mass.
- 3) Confirmation:
 - Works with Confirmation team (including the parish school and St. Canice church) to implement Sacrament Preparation workshops, including Diocesan **Fired-up Confirmation Conference**; directs Confirmation Retreat, Reconciliation Service, rehearsal, and Confirmation Mass.
- 4) Christian Initiation of Children (Possibly)
 - Works with the sacrament team to prepare families of children who have not been baptized, but are of the age of reason, for reception of the Sacraments of Initiation at the Easter Vigil; coordinate with RCIA Director for inclusion in the Rites.
 - Serve as catechist if needed.