

## DIRECTOR OF FAITH FORMATION

**Reports to:** Pastor

**Type:** Exempt

### Major Position Responsibility Areas:

- Faith Formation (FF) Programs: Clusters; Home-Centered Faith Formation
- Sacramental Preparation: Reconciliation/Eucharist Coordinator; Confirmation Coordinator
  - RCIA / RCIC / ReMembering Church
  - Adult Formation: Gospel Study, Book Club, LRSS, Adult FF Board offerings
  - Children's Liturgy of the Word: 8:30 & 10:30 Masses
  - Nursery: 8:30 & 10:30 Masses
  - Early Childhood Programs: Toddler Faith Formation (8:30 & 10:30 Masses), Story Time
  - Vacation Bible School
  - Supervise Youth Ministry Coordinator for middle school, high school & college-aged students
  - Parish Library
  - Safe Environment program (coordinated by FF Administrative Assistant)
  - Administration duties related to all FF programs, including budgets, communication, FF board meetings, bulletin announcements, calendar coordination, etc.

### Primary Responsibilities:

#### Faith Formation – Clusters and Home-Centered Programs

- Plan, organize, develop and direct all Clusters and Home-Centered Programs
- Plan yearly calendar for FF Clusters and Home-Centered programs
- Evaluate and determine appropriate textbooks and materials to be used in FF programs: order materials as required
- Recruit new Cluster facilitators as needed
- Develop appropriate Facilitator training & spiritual opportunities throughout the year
- Plan and develop appropriate materials, and provide training to prepare all parents in Home-Centered to work one on one with child(ren)
- Plan and develop appropriate content for Home-Centered group meetings
- Monitor attendance for Clusters and Home-Centered programs
- Determine proper placement in suitable Clusters for all new and transferring families
- Purchase Advent/Lent gifts for all FF families
- Communicate to all Facilitators and Home-Centered Coordinator on an as needed basis
- Hold registration for all programs; recruit help for registration
- Determine level of preparedness for all sacramental registrations for Sacramental Coordinator and Administrative Assistant as appropriate
- Work with Administrative Assistant and Sacramental Coordinator in areas of registration, communication, Shelby information, mailings, labels, nametags, etc.
- Create periodic informational newsletter and library resource update list of all recent acquisitions
- Develop yearly budget

#### Sacrament Preparation Programs

- Plan, organize, develop and direct all Sacramental Programs
- Develop the scope and sequence of the 1<sup>st</sup> Eucharist and Reconciliation sacramental program with Sacramental Coordinator; approve with input from the pastor
- Develop the scope and sequence of Confirmation meetings, sessions, retreat, service opportunities, communications and rites with Confirmation Coordinator; approve with input from the pastor
- Review the sacramental preparation calendars and facilities needs and coordinate with the

- Faith Formation and Parish calendar
- Coordinate with Sacramental Coordinator that all Reconciliation, Eucharist and Confirmation candidates meet all requirements for registration and are properly enrolled
- Help secure facilities for Confirmation sessions & meetings
- With Confirmation Coordinator, develop, plan and disseminate info and oversee retreat for all candidates
- With coordinators, develop, plan and organize sacramental celebrations and receptions
- Review and approve all budgets
- Develop informational tri-folds and packets and make available to parish and candidate families
- Develop, plan and provide curriculum for adult Confirmation preparation as needed
- *Baptism – resource and support for Administrative Assistant and Deacon as requested*

#### **RCIA / RCIC / ReMembering Church**

- Plan, develop and direct RCIA and RCIC coordinators to plan calendar, recruit team members, provide team training, advertise programs, assist with RCIC interviews, secure meeting space, assist in presentations, help with rites and celebrations, coordinate activities as needed, order books and materials, provide support for RCIC sessions as needed
- Develop curriculum, advertise and facilitate ReMembering Church sessions in Fall and Winter; provide assistance in sacramental areas
- Act as staff liaison with diocesan offices as needed
- Review and approve all budgets

#### **Adult Formation**

- With Adult Formation coordinator, plan yearly offerings and coordinate calendar dates with other Faith Formation programs and parish events
- With Adult Formation coordinator, provide Gospel Study sessions on Sunday mornings year-round
- With Adult Formation coordinator, set calendar dates for Adult Book Club meetings
- With Adult Formation coordinator, provide support for Ministry of Mothers Sharing program
- Develop/provide bulletin notices and other advertising for all adult programs as needed
- Review and approve budget
- With the Adult Formation coordinator, develop ideas for and plan speakers/programs during liturgical seasons

#### **Children's Liturgy of the Word**

- Review and approve budget
- Evaluate and determine appropriate materials and handouts; order as needed
- Provide assistance in recruitment, advertising, bulletin announcements, registration, fees, other

#### **Nursery**

- Review and approve budget
- Provide necessary input to coordinator as needed
- Provide assistance in recruitment, advertising, bulletin announcements and other needs

#### **Vacation Bible School**

- Review and approve budget
- Oversee general program planning; direct FF Administrative Assistant to coordinate program; provide input as needed
- Provide assistance with registration, volunteer recruitment and other needs as requested

#### **Middle School Youth**

- Review and approve budget
- Coordinate general calendar planning with MS Youth activity calendar

- Provide support for all activities
- Provide additional information for all activities at parish center
- Update bulletin notices as needed
  - ◆ Accept all registrations/fees; deposit fees in appropriate account

**Administration**

- Plan, develop and monitor all program budgets, expenses, etc.
- Communicate plans, objectives and budgets to all FF program coordinators as needed
- Develop yearly master calendar in conjunction with all FF programs
- Develop agenda and plan calendar for all FFAB meetings.; chair meetings.
- Prepare weekly parish bulletin notices
- Plan and organize FF team to participate in Time & Talent; provide volunteers to disseminate information
- Disseminate monthly budget reports to all FF programs
- Evaluate and determine appropriate library resource books, videos, cassettes, etc. to support all programs
- Develop, plan and provide weekly schedule updates to pastor
- Actively participate in diocese-wide CARE group for support, professional update and diocesan information
- Attend yearly national convocation for professional updating and latest resources
- Ensure diocesan/parish safe environment program is adhered to in all programs with children; route all reference letters to FF Administrative Assistant (Parish Risk Reduction Safety Officer)

**Qualifications**

**Required**

- 5-10 years previous experience in directing a parish faith formation program
- BA degree or equivalent certification in Faith Formation
- An understanding of the mission of \_\_\_\_\_ parish
- An understanding of the Catholic faith and the sacraments
- An active, practicing member of the Catholic Faith
- Successful completion of the Parish Safe Environment process
- A desire to help children and adults to deepen their faith life
- An ability to work with parents to foster the faith education of their children
- Good organizational and planning skills
- Good communication skills
- The ability to work with and coordinate activities with staff and volunteers
- The knowledge of office tools necessary to accomplish the position
- The ability to maintain confidentiality of sensitive information

**Preferred**

- Familiarity with diocesan guidelines and Canon Law
- Masters degree, or equivalent course work and work experience

**Working Environment**

This position requires frequent evenings and/or weekend work and offers flexibility and compensatory time.

**Performance Reviews**

Completed on semi-annual basis by Pastor with input from all ministry program people, who are directly serviced by this position.