

DIOCESE OF SAN JOSE

Position Description

POSITION TITLE: Director for Faith Formation

LOCATION:
REPORTS TO:
DATE UPDATED:

FLSA STATUS:
FULL TIME OR PART TIME:

POSITION SUMMARY:

The Director for Faith Formation is responsible for planning, implementing, administering and evaluating the parish faith formation including sacramental preparation. This position recruits, forms and supervises catechists and calls for collaboration with pastoral and school staffs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(other duties may be assigned)

A. Planning Responsibilities

Working under the direction of the pastor on the development and implementation of policies, programs and best practices regarding faith formation and sacramental preparation in collaboration with pastoral and school staffs:

- Assess the faith formation needs of adults, youth and children and their families
- Develop overall goals, objectives, and an implementation plan for lifelong faith formation and sacramental preparation
- Evaluate the lifelong faith formation and sacramental processes at regular intervals

B. Program Responsibilities

1. Coordinate and oversee all components of the faith formation and sacramental preparation.
2. Plan curriculum for the faith formation program and sacramental preparation.
3. Coordinates adult faith formation for the parents of children in the family and sacramental faith formation programs.
4. Plans sacramental celebrations in collaboration with the Presider, Director of Liturgy, School Principal, and Music Director.
5. Oversee the recruitment, selection, training, certification and supervision of catechists and other volunteers for faith formation.
6. Provide regular opportunities for the spiritual and professional development of catechists.
7. Review and select catechetical materials in consultation with the faith formation catechists and teams
8. Follows diocesan guidelines for Faith Formation and Sacramental Preparation.

C. Administrative Responsibilities

1. Supervise and evaluate faith formation volunteers.
2. Prepare and monitor the faith formation budget.
3. Prepare the faith formation schedules and registration procedures.
4. Supervise the collection of fees and purchase of faith formation materials.
5. Responsible for the maintenance of records; family records (database), sacramental records, catechist records, and emergency information.
6. Responsible for calendaring and reserving of facilities for faith formation.
7. Responsible for the implementation of the Diocesan Safe-Environment program for children, parents and volunteers. This includes setting appointments for fingerprinting of all catechetical volunteers.
8. Develop and monitor safety procedures and emergency plans.
9. Maintain resource library: books, DVD's, Cd's, magazines, etc.

D. Relationships

1. Communicate with the Pastor regularly, attends pastoral staff meetings and collaborates pastoral staff and parish leadership.
2. Communicate regularly with catechists, encouraging them, assisting them and supporting their development and certification.
3. Communicate with parents regularly and promote their active involvement.
4. Participate in diocesan catechetical cluster meetings.
5. Maintain a relationship with the Department of Evangelization.
6. Promote the participation of catechists in diocesan and other opportunities for training and formation.

E. Personal and Professional Development

1. Seek or Maintain Master Catechist Certification.
2. Participate in opportunities for continuing professional and spiritual development.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- *Academic:* MA or equivalent in a course of study related catechetics, religious education, theology, or pastoral ministry.
- *Certification:* Current certification as a Master Catechist according to the California Catholic Conference Guidelines
- *Experience:* Three to five years' experience working as a parish Catechetical Coordinator

Language Skills: Strong verbal and written communication skills; proficiency in composing reports, correspondence and letters and in publishing newsletters and flyers in English; ability to develop and facilitate workshops, training and presentations; ability to read and understand Church documents, guidelines and professional journals; ability to understand and explain policies and answer questions. Bilingual in Spanish preferred.

Computational Skills: Ability to read and manage a budget and contribute to building a budget.

Reasoning Ability: Ability to solve practical problems and respond to a variety of situations related to catechetical ministry. Ability to understand and apply guidelines and organizational ability required.

Certificates, Licenses, Registrations: Master Catechist Certificate and valid driver's license

Technical Skills: Proficiency in Microsoft Office and basic knowledge of internet applications and social media platforms.

Physical Demands: While performing duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Physical Environment: While performing the duties of this job, the employee will work in an individual office with a door. The offices are situated next to one another. The space is wheelchair accessible.

Working Conditions: The employee is expected to work a ___-hour workweek. The ___ hours will be on a flexible schedule as work demands. Evening and weekend work is required.

Other Requirements: The employee must demonstrate a history of effective leadership, good judgment, initiative, confidentiality and discretion. Must be a practicing Roman Catholic.

