

Diocese of Oakland Position Description

Title: Director

Division: Chancellor

Department: Faith Formation and Evangelization

Reports To: Chancellor

Direct Subordinates: (1) Associate Director, (6) Coordinators, (5) Admin. Support, as well as Interns and Volunteers

EEOC Classification: Professional/Exempt (E-9), Full Time

Primary Responsibilities

The Director of Faith Formation and Evangelization is charged to spread and inculcate Bishop Barber's three priorities for the Diocese:

1. **The importance of the Sunday Mass experience.** Help Mass attendance grow through good preaching, excellent sacred music, ministry involvement, and hospitality.
2. **The Spiritual and Corporal Works of Mercy.** Teach and incorporate works of mercy into the RCIA, CCD, and other FFE programs.
3. **Forming Missionary Disciples.** Help parishes grow. Halt the exodus of young people, especially those youth that stop practicing their Faith after Confirmation. The new Director should be prepared to develop ideas and use his/her experience of "what works" to implement our goals in this area.

The Director of FFE absolutely must support the "Missionary Model" of the Church, and not the old "Maintenance Model."

The Director must share and support Bishop Barber's vision to move the diocese "from Maintenance to Mission." The Director must support this vision as outlined in the book *Divine Renovation: Bringing Your Parish from Maintenance to Mission* by Father James Mallon.

Attendance of an "Amazing Parish" Conference, conducted by Patrick Lencioni is a preferred experience. The Director of FFE must be familiar with the goals, vision, and plan for church growth and pastoral teamwork as taught in the Amazing Parish Conference and on its website.

Attendance of a "Catholic Alpha" program at a Catholic parish and be familiar with Catholic Alpha as a resource for pastors and parishes is a preferred experience. The Director should also be familiar or have participated in the recent "V Encuentro" national program and be prepared with ideas on how to implement its pastoral suggestions in our diocese.

The Director should be prepared to share and implement ideas on how to support Oakland parishes participating in this Missionary Model and develop plans to encourage other parishes adoption of its principles.

Basic Functions

In conjunction with the Bishop, the mission of the Diocese of Oakland, and the Chancellor, the Director assumes all administrative and organizational responsibilities for the department and its staff. The Director supports and promotes the Catholic Church's teachings on evangelization and catechesis and ensures its commitment and integration throughout every aspect of Catholic life and ministry in the Diocese.

Duties and Responsibilities

- Manages ongoing organization, job descriptions, in-services, supervision and evaluation of 12 staff members. Recruits and hires new staff as needed.
- Directs all departmental activities.
- Develops and supervises the department's budget.
- Oversees and provides professional leadership by developing, reviewing and revising departmental goals, objectives and oversees their implementation.
- Directs the planning, development and coordination of programs that are consistent with international, national, and local plans for the realization of evangelization and catechetical goals.
- Directs and supports an evangelizing perspective throughout the Diocese (parishes, deaneries, regions, and departments) which calls all people to conversion to Jesus Christ and full communion with the Catholic Church.
- Oversees all departmental communications (web page, newsletters) correspondence and reports.
- Directs projects as assigned by the Bishop and BAC. Represents the Bishop and his mission as needed.
- Resources the Bishop of Oakland on Catholic evangelization and catechesis as needed.
- Chairs and/or participates in advisory boards, committees, and task forces as requested or needed.
- Draft correspondence and other documents and papers.
- Attend meetings with the California Conference, USCCB, and other related organizations. Communication with leadership as needed.
- Demonstrate the ability to guide, customize, and follow through on all expected responsibilities for effective programming.
- Demonstrate the ability to adapt the program to meet the needs of the organization by resolving problems, answering questions, and addressing concerns promptly and effectively.
- Demonstrate the ability to work in a collaborative style in a team environment.
- Display genuine interest and care for the people of the diocese by honoring the cultural context and personality distinctions.

- May be given various other assignments and projects consistent with the responsibility level and general duties of a Department Director.

Education and Experience

- Bachelor's Degree in related field or relevant experience; knowledge of Catholic evangelization and catechetical documents. M.A preferred.
- A minimum of Five (5) to seven (7) years' experience in related field. Working knowledge of Diocesan structures, parishes and operations. Seven (7) to ten preferred.

Skills and Abilities

- Ability to manage large team of professionals, set and execute goals/objectives, manage budget.
- Excellent communication, organizational and administrative skills; proficiency with Microsoft Office software.
- Fluent in written and spoken Spanish preferred

Other Required: A Catholic who supports, lives and communicates the teachings of the Catholic Church; ability to provide own transportation; valid CDL and verification of auto insurance; availability to work evenings and weekends as needed.

Interested applicants should submit a resume and letter of intent by Friday, August 30, 2019 to:

Gloria Espinoza, Associate Director, HR
gespinoza@oakdiocese.org