

The Roman Catholic Diocese of Nashville

Assistant Director of Faith Formation

The Diocese of Nashville Governance & Services Office seeks qualified candidates for the position of Assistant Director of Faith Formation. This is a regular full-time position reporting to the Director of Faith Formation. The Governance & Services Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville.

The Office of Faith Formation exists to serve the intellectual and spiritual formation of the people of the Diocese of Nashville and assist the pastors and parishes in their mission of catechesis. The Office aims to echo the teachings of Christ, form disciples, and equip people to evangelize.

SUMMARY

The Assistant Director of Faith Formation focuses on parish religious education efforts, RCIA, and sacramental preparation. The Office of Faith Formation works collaboratively with the Office for Youth and Young Adult Ministry, the Office of Catholic Schools, and with parishes, schools, and apostolates throughout the diocese.

AREAS OF RESPONSIBILITY INCLUDE

- Serving as a resource to parishes on issues related to catechesis and sacramental preparation
- Assisting parishes in implementing and maintaining religious education programs
- Aiding in forming and mentoring directors of religious education
- Coordinating, leading, and promoting the diocesan certification program for the formation of parish catechetical leaders and catechists
- Planning and executing the annual diocesan catechetical conference
- Developing and/or researching catechetical materials for Christian Initiation and serving as diocesan liaison for parish RCIA programs
- Coordinating *Totus Tuus* summer programs with the parishes
- Assisting in the updating of core standards for religious education curriculum

QUALIFICATIONS

- Fully initiated Catholic in good standing
- Master's degree in catechetics, religious education, theology or a related field preferred
- Previous employment or volunteer experience in the Catholic Church in parish ministry or teaching
- Familiarity with applicable Church documents such as *Catechesi Tradendae* and the General Directory of Catechesis
- Excellent relational, written, and oral communication skills
- Strong organizational and project management skills
- Spanish language fluency preferred
- Ability for evening and weekend work and travel as occasionally required

This position includes a competitive salary, based upon qualifications and experience, and an excellent benefits package.

Interested applicants should email a cover letter of introduction and a resume that includes at least three references to Joan Watson, Director of Faith Formation:

Joan.Watson@DioceseOfNashville.com