



Date Prepared: January 24, 2018
Date Issued:
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Approved By: Rev. Greg Marquez
Prepared for:

POSITION TITLE: Director of Faith Formation

FLSA STATUS: Exempt (Full Time, 40hrs.)

SALARY: \$70,304 – \$75,000 annually

PARISH: Immaculate Heart of Mary

REPORTS TO: Pastor and Director of Administration and Pastoral Ministries

SUPERVISORY RESPONSIBILITY: Yes, office administration, staff, catechists, volunteers, vendors, and organization representatives as needed.

INTERNAL/EXTERNAL CONTACTS: Faith Formation Staff & Catechists, Parish and School, IHM Parishioners, Diocesan Directors of Faith Formation, Santa Ana Unified School District, and other educational organizations.

Job Description

The Director of Faith Formation is an integral member of the parish staff, sharing in the responsibility of the assessment, decision-making, planning, implementation, and financial management of the Faith Formation program. In collaboration with the Pastor and other staff associates (Parochial Vicars, Deacons, School Principal, Director of Administration and Pastoral Ministries), the Director of Faith Formation is responsible for developing and implementing a bilingual pre-sacramental program (English and Spanish) and carry out the goals and objectives of all aspects of a Children/Family Faith Formation in the parish which includes community, catechesis, celebration, outreach, evangelization and leadership. The Director of Faith Formation will be responsible and subject to Catholic Church policies and doctrine, local parish policies as determined by the Pastor and Director of Administration and Pastoral Ministries. Attendance at the following meetings is expected: Staff Meetings, Parish Leadership Council, and Diocesan Meetings. Job duties are to be completed in a timely manner as specified and are also not limited to the ones mentioned below.

Purpose of this Position

The purpose of this position is to provide overall pastoral, managerial and organizational leadership in the implementation and administration of Faith Formation processes/programs for children, adolescents, and adults in order for families to become not only in touch, but also in communion and intimacy with Jesus Christ through the sacraments. In addition, provides direction and supervision for Program Assistants, Safe Environment Coordinator, Volunteer Coordinator, Catechists.

Qualifications and Experience

Required

The Director of Faith Formation must have at least 1 -3 years of youth and/or pastoral ministry experience (or equivalent), preferably in a leadership role. A minimum educational requirement of a bachelor's degree in Theology, Religious Education or other related field (Education, Psychology, etc.) is preferred. Also, a Youth Ministry Certification or Master Catechist is acceptable for this position. Prior to employment, the Director must complete and clear the Safe Environment requirements for the Roman Catholic Diocese of Orange which include fingerprinting and background clearance through the U.S. Department of Justice as well as CMG's Connect training in accordance with the Roman Catholic Church's Covenant with Faithful. This position is exempt and full-time (40 hours/week); that is benefit eligible position and whose salary will determined based on their qualification.

- Exceptional intercultural and interpersonal communication skills with everyone; an effective team member; can adapt to different work and communication styles; can deal effectively with demanding individuals, situations, and conflict, and keeping in mind the idea of providing service instead of expecting to be served.
- Good office and inter-office organizational skills and able to prioritize job tasks and meet deadlines.
- Social Media and Website Knowledge
- Literacy and Numeric Skills
- Good customer service skills
- Ability to work independently and positively in a busy environment
- A conscientious and responsible working attitude
- Accuracy and good attention to detail
- Professional and office dress code required
- Ability to empower and motivate others.
- Strong knowledge of Microsoft Office applications especially Word, Excel, Outlook, and Publisher as well as Database Management.
- Ability to multi-task and work both independently and collaboratively.
- Excellent verbal and writing communication skills in English and Spanish.
- Ability to honor and maintain confidentiality.

- Must be organized and detail oriented.
- High level of professionalism.
- Pastoral Ministry experience.
- Flexible schedule.

Desired

- Active member of a Catholic parish faith community in good standing with the church.
- Knowledge of and compatibility with the mission of the Catholic Church.
- Bachelor's degree in religious studies, Theology or Pastoral Ministry.
- Youth Ministry Certification or Master Catechist Equivalent
- Two years of office working experience in related positions
- Pastoral Ministry experience in work environment

Relationships

The primary relationships of the Director of Faith Formation are with the Pastor, Parochial Vicars, and Deacons, School Principal, Director of Administration and Pastoral Ministries, Staff, Catechists. The Director of Faith Formation collaborates and works with appropriate diocesan offices to ensure clear lines of communication with the diocese.

Accountability

The Director of Faith Formation is appointed by the Pastor and is directly accountable to him and to the Director of Administration and Pastoral Ministries.

Principal Duties and Responsibilities

Spiritual/Catechetical Leader

- Responsible for formation and updating of spiritual life of volunteer and paid staff, including religious certification.
- Represent pastor/parish and Church views/information to the volunteer and paid staff.
- Personal updating and continued education and conversion.
- Colleague with other parish staff and ministers as spiritual leaders, especially in preparation of Rites, Sacraments and Liturgical Celebrations for the program.
- Promote ties to diocese and parish-at-large functions/community gatherings.
- Work with parents in whole group meetings as well as one-on-one conferences regarding spiritual requirements and special needs of families.

Office Administrative (Paid Staff)

- Interview/hire (with Pastor and Director of Administration's approval), supervise, and direct paid staff.
- Monitor and staff schedule through time and attendance.

- Train and evaluate employee performances.
- Prioritize activities/work to be completed including:
 - Processing of registration/placement
 - Collection of tuition and fees
 - Supervise attendance
 - General documents/notices and correspondence as needed
 - Order of books, instruction tools and office supplies within budget
- NOTE: Priority is on working as a team. Because of the pressures and heavy workload, work is delegated to paid staff to reduce duplication. However, community-building, spirituality and co-worker relationships are always high priority.

Program Administrative (Paid and Volunteer Staff)

- Recruit, interview, train, supervise and direct volunteer staff in three main areas:
 1. Office Volunteers and Coordinators:
 - Aid in gathering attendance, calling parents of absentees, admit tardiness
 - Run-off copies/gather supplies
 - Computer data: parishioners with knowledge in data entry, organize records, and create databases/documents on a weekly basis.
 - Supervise coordinators:
 - Sacraments: (First Communion, Confirmation, RCIA and Adult Confirmation Fast-Track)—furnish names, monitor completion of requirements, schedule/conduct parent meetings, and design/edit home activity books, coordinate parish liturgies and celebrations.
 - Confirmation: furnish names, monitor completion of requirements, schedule and conduct parent, candidate, and sponsor meetings, attend diocesan in-service/summits and work as liaison between pastors and other clergy, retreat team members and youth ministry.
 2. Catechists and teacher aides
 - Recruits, trains, coordinates, and works toward fulfilling Diocesan Certification Requirements/meet guidelines (diocesan/scopes and sequences)
 - Schedules in services with publishers, professional educators, personnel (including parishioners), update certification, religious formation.
 - Attends with staff/Catechists' professional growth seminars, religious education congresses/Diocesan Ministries Celebration and other related workshops.
 - Leads and models prayer life and spirituality with/for staff, including weekly prayer, directed bibliographies and guest speakers/retreats.

- Intervenes in discipline/enforcement of rules of behavior, parent conferences as needed.
 - Evaluates catechists regularly and conferences with Catechists as needed.
 - Orders all books and teacher supplies as budget allows.
3. Retreat Team
- Recruits and forms team leadership for Confirmation retreats—Adolescentes de La Esperanza
 - Conducts meetings/investigates information for long-range plans for capital/office improvement, additional personnel, updated supplies, and tuition sponsorship
 - Oversee deposits/collection of income

Parish (General)

- Participate and contribute to all parish staff meetings and functions
- Meet/report with Pastor and Director of Administration and Pastoral Ministries
- Chair sessions/tasks as delegated

Parish School

- Work with Principal to assure security of teacher desks and materials
- Work with the reservation and cleanliness of School Buildings
- Assist in the identification and recruitment of families for the School of Our Lady.

Specific Duties

- Supervise the catechetical classes by:
 - Providing and/or conducting sufficient training sessions for catechists and prospective catechists to become certified according to diocesan guidelines.
 - Helping with the selection of textbooks, visual aids and scheduling of classes to implement the curriculum.
 - Conducting annual evaluation of individual catechists and the program.
 - Providing parents with opportunities to become familiar with the aims and methods of the curriculum.
- Coordinate the sacramental preparation programs according to the diocesan and Parish Policies.
- Provide a safe environment and training for all catechists in accord with the diocese.
- Maintain relationships with Catholic and Public high schools as well as neighboring parishes.
- Keep records of youth participation, prepare, and manage annual youth ministry budget in cooperation with the expectations of the Pastor and/or Director of Administration and Pastoral Ministries.
- Communicate in a timely manner and as effectively as possible using all available resources (Facebook, email, website, bulletin boards, etc.) with staff members, parishioners, and all associated with the youth ministry and confirmation program.

- Attend and participate in the monthly Diocesan youth in-service meetings.
- Attend and participate in whole-parish events and monthly staff meetings.
- Monthly meeting with the pastor for evaluation and discussion of the status of the Faith Formation Program.

NON-ESSENTIAL FUNCTIONS: Long breaks, personal work, and personal phone calls are not allowed.

Work Conditions

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, scanners, paper shredder, credit card swipe, adding machine, calculator, postage machine, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.