



Date Prepared: January 24, 2018
Date Issued:
Date Revised: February 9, 2018
Approved By: Rev. Greg Marquez
Prepared for:

POSITION TITLE: Director of Faith Formation

FLSA STATUS: Exempt

PARISH: Immaculate Heart of Mary

REPORTS TO: Pastor and Director of Administration and Pastoral Ministries

SUPERVISORY RESPONSIBILITY: Supervise Faith Formation staff (Program Assistants and Safe Environment Coordinator), Volunteer Catechists, Catechists Aides and the *Adolescentes de La Esperanza* Teen Group.

INTERNAL/EXTERNAL CONTACTS: Faith Formation Staff & Catechists, Parish and School of Our Lady staff, 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 needs 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.

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, and Adolescentes de la Esperanza Teen Group.

Qualifications and Experience:

Required

- Strong written and verbal communications skills in English and Spanish; ability to interact with and facilitate groups.
- Bilingual English/Spanish
- Strong organizational and communication skills
- Ability to work collaboratively with other staff members
- Ability to work with all ages
- Ability to supervise volunteers
- Computer literacy
- Bachelors' degree or the equivalent experience in Religious Studies, Theology or Pastoral Ministry.

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.
- Masters' degree in Religious Studies, Theology or Pastoral Ministry.

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 and Adolescentes De La Esperanza Teen Group. 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 leader, 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 conference in regard to spiritual requirements and special needs of families.

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.
- 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 work-load, work is delegated to paid staff to reduce duplication. However, community-building, spirituality and co-worker relationship is always high priority.

Administrative (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 tardies
 - 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: (Baptism, First Communion, Eucharist)—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.
 - English Coordinator: recruit, train coordinator to monitor: attendance of children and Catechists/volunteers, conduct

general assemblies and family days, lead prayer and meetings for Catechists, clean-up organization of classrooms/instructional areas.

- Saturday Spanish Coordinators: recruit, train coordinator to monitor: attendance of children and Catechists/volunteers, conduct general assemblies and family days, lead prayer and meetings for Catechists, clean-up organization of classrooms/instructional areas.

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 in 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.