

## JOB DESCRIPTION

### Director of Faith Formation St. Edward the Confessor Parish Diocese of Orange

**POSITION TITLE:** Director of Faith Formation

**JOB CLASSIFICATION:** Exempt

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Pastor

**SUPERVISORY RESPONSIBILITY:** Elementary Faith Formation Coordinator, Hispanic Faith Formation Coordinator, Youth Minister, volunteers

**INTERNAL/EXTERNAL CONTACTS:** Staff, volunteers, program participants and parents

**SUMMARY OVERVIEW:** The director will maintain and administer catechetical programs for all adults and coordinate with youth and children's ministries of the parish. The director will share enthusiastically in the threefold mission of our parish: to celebrate (especially the sacraments), to serve, and to evangelize. The director will be firmly grounded in the *Catechism of the Catholic Church*, well organized, with strong communication skills (including Word, spreadsheets, email, and public speaking), and be able to lead prayer and direct and collaborate with the volunteers, parents, and parish staff of our vibrant program.

#### **ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include

1. Management and direction of all parish faith formation programs
  - First Reconciliation/First Communion: Work with the Elementary Faith Formation coordinator to ensure that the students receive adequate formation in the fundamental truths and prayers required for participation in Catholic sacramental and devotional life.
  - Youth and Young Adult Ministry: Work with the Youth Minister to ensure that all requirements for Confirmation are met within the context of a strong program of spiritual formation.
  - RCIA: Teach adult candidates for Baptism, and for full Communion with the Catholic Church, collaborating with volunteers and with the Parochial Vicar entrusted with Liturgy.
  - Hispanic Faith Formation: Oversee the work of the Hispanic Faith Formation Coordinator to see that the above-mentioned sacramental programs are carried out among the Spanish-speaking members of the parish.
2. Recruitment and Training of Volunteer Personnel
  - Recruit sufficient teachers and team volunteers to conduct the parish's RCIA program.
  - Provide training for volunteers.
  - Provide periodic spiritual enrichment and community-building experiences (morning or evening of recollection, etc.)

3. Administration
  - Develop comprehensive calendar of all aspects of Faith Formation, in collaboration with the Elementary Faith Formation Coordinator, Youth Minister, and Hispanic Faith Formation Coordinator.
  - Prepare annual budget and oversee expenditures, in collaboration with the parish Business Manager.
  - Arrange for use of the facilities needed to conduct programs; oversee the proper use and maintenance of these facilities.
  - Maintain accurate records related to registration and attendance, as well as any required documentation related to sacramental preparation and celebration.
4. Communication
  - Attend staff and department coordinator meetings; update staff and catechetical volunteer leaders regularly on matters pertaining to the faith formation programs.
  - Meet regularly with faith formation team.
  - Respond to emails and phone messages in a timely fashion.
5. Performs other work-related tasks as assigned.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Practicing Catholic who models their faith in daily life.
- BA (MA preferred) in theology, pastoral studies, catechesis, or related fields (education), or equivalent experience such as Certification as a Master Catechist.
- Strong leadership and administration.
- Strong oral and written communication in English.
- Computer competency with commonly-used business applications (PowerPoint, Word, Excel, Email, Google-forms).

**DESIRED:**

- Ability to communicate in Spanish

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials weighing up to 40 lbs.

**Date Prepared: August 31, 2021**

**Date Issued: August 31, 2021**

**Approved By: Fr. Philip Smith, Pastor**