POSITION TITLE: Director of Parish Faith Formation (DFF)

FLSA STATUS: Full Time / Exempt – Benefit Eligible

DEPARTMENT/PROGRAM: Faith Formation

REPORTS TO: Pastor/Administrator

SUPERVISORY RESPONSIBILITY: Overall vision and direction of ALL Parish Faith Formation programs and activities; staff and volunteers

PRIMARY PURPOSE: Leadership role in the establishment, formation and execution of a cradle to grave ministry Faith Formation program to bring all ages to a closer understanding and involvement as part of the Body of Christ. Participation in and compliance to; the guidelines, requirements and teachings of the Roman Catholic Church, the Diocese of Orange and the USCCB.

QUALIFICATIONS & EXPERIENCE:

Required:
- Master’s Degree in Theology, Pastoral Theology, Catechetics, Youth Ministry or Religious Studies.
- Bi-lingual, Spanish – English, written as well as spoken.
- Five years of experience in the various coordinator/ministry leadership roles.
- Practicing Catholic in good standing with the church. A strong prayer life.
- Initiative and the ability to work effectively to develop a highly coordinated, team environment.
- Computer literate in MS Office
- Communicates regularly with the pastor, attends staff meetings and collaborates with other staff members on parish projects. Attends Diocesan and deanery meetings as requested.
- Ability to communicate effectively and work with a variety of constituents, including children. Treat all with respect and compassion.
- An understanding of the BIG picture, with the ability to also see the details and rally the faithful to fuller participation in the life of the Parish.
- Strong organizational skills, ability to delegate and recruit.
RESPONSIBILITIES:
1. Design, implement and direct catechetical programs which support lifelong spiritual growth in the Catholic faith.
2. Promote full conscious and active participation in the liturgical and sacramental life of the Church.
3. Understand and implement national and diocesan guidelines for catechetical programs.
4. Work with parish and school staff for the scheduling (calendaring), the use of facilities, resources and implementation.
5. Develop a catechetical program, set goals, objectives, strategies and the materials; direct staff and volunteers for each stage of life including:
   Baptismal preparation for infants, children, teens and adults
   Grades k-6
   Jr. High and High School
   RCIA, SOR & CLOW.
   Young adults
   Family life
   Adults of all ages
6. Develop preparation programs for the sacraments of Reconciliation, Eucharist and Confirmation.
7. Select textbooks and resources for the various catechetical programs and provide training and support at all levels.
8. Plan Activities to enable families to grow spiritually.
9. Oversee and coordinate bulletin and web page communications of Faith formation information, events and opportunities.
10. Set policies to ensure the safety of all persons involved in programs, especially those falling under the Diocesan mandate to protect the innocent. Produce all mandated reports in a timely and effective manner. (Census & Safe Environment)
11. Observe catechist and offer feedback on their performance in the classroom.
12. Develop a budget, set reasonable fee structure and communicate with the business manager/ finance council on major requests and fluctuations in the budget. Oversee the collection of fees and scholarship/ assistance requests.
13. Serve as a parish resource in the area of catechesis.
14. Promote volunteer awareness of the diocesan resources available to them.
15. Perform other work related tasks as directed by the Pastor/Administrator.

PHYSICAL REQUIREMENTS:
Long periods of time at desk and computer.
Ability to set up and move chairs and tables with assistance.
Valid driver’s license and automobile insurance.

EQUIPMENT OPERATED: Computer, copier, multi-line phone system, calculator, fax machine, paper shredder, postage machine, automobile.