

# ST. AGNES AND SACRED HEART CATHOLIC CHURCHES

## POSITION DESCRIPTION

*"GO MAKE DISCIPLES OF ALL NATIONS, BAPTIZING THEM IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT."  
MATTHEW 28:19*

**Title:** Faith Formation Director

**Reports To:** Pastor

**Position Definition:** Full Time Employee

**FLSA Status:** Exempt, ministerial exception

**Revision Date:** September 13, 2018

### **PRIMARY OBJECTIVES:**

In cooperation with the Pastor, Youth Minister, and Elementary Faith Formation Coordinator, the Faith Formation Director:

- Empowers families to live as disciples of Jesus Christ in our world today
- Promotes the faith, and in varying capacities, supervises and leads worship services.
- Works to provide the necessary programs, opportunities, and tools for the personal and spiritual growth of all parishioners, especially adults and parents.
- Seeks to draw people to responsible participation in the sacramental life, mission, and work of the faith community.
- Builds and develops outreach to area communities.

### **GENERAL EXPECTATIONS**

1. Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, many times, a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with, and supportive of, the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church or the Diocese of Duluth, such that it can embarrass the Church or give rise to scandal. This employee must be an active, participating Catholic. All employees are expected to respect Catholic doctrine and religious practice.
2. Follow established parish and diocesan policies in all areas, including finance, personnel, facility use, and work schedules.
3. Work with professionals and volunteers for the welfare and growth of the parish community.
4. Be aware of Federal and State Laws, as well as Diocesan and parish policies related to moral and ethical employee standards, including but not limited to those relating to vulnerable adults, youth, child protection, and sexual harassment. Ensure compliance with these laws and policies.

### **FAITH FORMATION DIRECTOR GENERAL RESPONSIBILITIES (includes but not limited to):**

1. Fundamentals:
  - a. Be on time and prepared for the day's activities.
  - b. Provide a safe learning environment for each person/parishioner and personally act always in a safe manner.
  - c. When personally instructing demonstrate competence in instructional methods and knowledge of subject matter being taught.
  - d. Model behavior consistent with Catholic teaching.
  - e. Accept feedback on job performance professionally and with a goal for continuous improvement.
2. Vision:
  - a. Responsible for long-term faith formation strategy at the parish for forming disciples of Jesus Christ (in conjunction with the pastor).
  - b. Provide overall leadership for integration of formation content into a coordinated effort that has a multi-year, progressive focus. This coordination includes family evangelization,

catechesis, and sacramental preparation; adult evangelization, catechesis, and RCIA; small groups/bible studies; parish retreats; speakers; and specific event content (such as Men's and Women's conferences, Mass with Prayers for Healing, etc.).

c. Incorporate Catholic teaching across all curricular areas.

3. Team:

a. Work constructively with colleagues to maintain a collegial atmosphere among the staff.

b. Collaborate with Youth Minister on formation objectives for junior and senior high parishioners.

c. Collaborate with Elementary Faith Formation Coordinator on formation objectives for elementary students.

d. Network with appropriate people at other parishes and stay current on best practices in parish faith formation.

4. Parish:

a. Communicate effectively with staff, parishioners and volunteers, both orally and in writing. This includes one-to-one interactions, speaking with small groups, and speaking in front of large groups.

b. Support and nurture the faith life of each person.

c. Use technology effectively for both instruction and daily job duties.

d. Interact with parents, children and staff in a constructive way that does not create unnecessary conflict.

**SPECIFIC RESPONSIBILITIES (includes but not limited to):**

1. Overall:

a. Directly responsible (with guidance from the pastor) for all aspects of family catechesis programs at the parish, including design of the program and curriculum.

b. Incorporate the Spirituality of Stewardship into all modes of formation.

c. Oversee Safe Environment compliance for the parish.

d. Assess processes and programs for efficiency and effectiveness. Makes changes as needed.

e. Identify and recruit volunteers with appropriate skills to assist with faith formation activities.

f. Participate in classes, workshops and staff development opportunities to sustain and grow in professional knowledge.

g. Maintain regular and appropriate communications with students, parents, and staff.

h. Visit and connect with new parishioners.

2. Adults:

a. Develop and implement evangelization strategies to under-served local communities

b. Promote small group evangelization and bible studies. Assist with curriculum materials as needed and appropriate.

c. Provide resources and support for married couples' formation and spiritual growth.

d. Assist all groups involved with faith formation to select topics and content consistent with the formation strategy of the parish.

3. Youth: (in collaboration with Youth Minister and Elementary Coordinator)

a. Responsible for sacramental preparation for First Reconciliation and First Communion.

b. Collaborate with Pastor and Youth Minister in preparing parishioners for the Sacrament of Confirmation.

c. Collaborate with Elementary Faith Coordinator for religious release days.

d. Responsible for summer youth activities including Totus Tuus, mission trips, and Camp Survive.

e. Determine necessary instruction for delayed sacramental preparation and method of delivery.

f. Assess effectiveness of volunteers. Suggest changes in methods to improve outcomes.

g. Communicate classroom expectations clearly to children and adults.

4. Other duties as assigned by the Pastor.

*The responsibilities listed above are representative of the position and are not intended to be all-inclusive.*

**MENTAL DEMANDS**

1. Work cooperatively with other staff, general parishioners and volunteers.
2. Maintain confidentiality as appropriate; demonstrate integrity at all times.
3. Listen well and communicate clearly.
4. Accept direction and feedback on job performance from supervisor.
5. Manage multiple tasks and use good judgment to set priorities. Plan work to accomplish required tasks.
6. Recognize potentially unsafe situations and respond appropriately and quickly.
7. Remain positive and courteous, even in stressful situations.
8. Speak and act in a manner appropriate for a Catholic Church environment.
9. Use appropriate means of communication for the workplace: email, voicemail, etc.

*The mental demands listed above are considered essential to the performance of the position.*

**PHYSICAL DEMANDS**

1. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)
2. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear.
3. The employee must occasionally lift and/or move objects up to 45 pounds.
4. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Be able to use a computer keyboard.

*The physical demands listed above are considered essential to the performance of the position.*

**QUALIFICATIONS:**

1. Practicing Catholic who accepts all required doctrines of the Church.
2. Bachelors degree (or equivalent) required; major in theology preferred.
3. Previous experience working in parish faith formation required.
4. Strong computer and technology skills, including Microsoft Office Suite and Google Suite.
5. Must be a strategic thinker who can both assess current state of affairs and develop integrated, long-term plans.
6. Organizational skills suited to balancing many duties and details.
7. Good communicator who articulates messages clearly and consistently in a variety of venues and using a variety of means.
8. Strong and positive leader who can influence people and generate enthusiasm.

**ONGOING PERSONAL DEVELOPMENT EXPECTATIONS:**

1. Attend yearly retreat.
2. Attend in person or digitally monthly Catechetical and/or Youth Ministry Meetings in Duluth (currently held 1st Tuesday of each month in Duluth--9:30am-3pm)
3. Takes adequate vacation.
4. Ongoing study and personal reading regarding faith formation.
5. Attend other conferences as approved by the pastor.

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