

DIRECTOR OF FAITH FORMATION

PRIMARY FUNCTION OF THIS POSITION

The Director of Religious Education administers a parish catechetical program for lifelong learners and provides leadership to assist the parish community in building a solid foundation of catechetical ministry for adults, teens & adolescents, and children.

REPORTS TO: Pastor

CLASSIFICATION: Exempt

POSITION CONTENT

1. Specific Areas of Responsibility
 - a. K-12 Faith Formation
 - b. Parent Formation
 - c. RCIA (Rite of Christian Initiation for Adults)
 - d. RCIA Adapted for Children/Teens
 - e. Sacramental Preparation for Reconciliation, Eucharist and Confirmation
 - f. Safe Environment
 - g. Sponsor Couples for Marriage Preparation
 - h. Vacation Bible School
 - i. Widow/Widower Ministry
 - j. Youth Ministry
2. Administrative Duties
 - a. Design, coordinate, administer, and annually evaluate faith formation efforts for Kindergarten through 12th grade.
 - b. Prepare, schedule and oversee sacramental preparation for both parents and students.
 - c. Order textbooks and catechetical materials, research online/print resources and identify methods for lifelong Faith Formation.
 - d. Develop, manage and maintain an annual budget and monthly financial updates for the Finance Committee.
 - e. Prepare and present an annual calendar of Faith Formation activities to the Pastor for approval.
 - f. Report monthly to the Parish Council and Faith Formation Committee.
 - g. Support and endorse diocesan and parish policies. Ensure that all Faith Formation efforts are in conformity with diocesan guidelines.
 - h. Serve as Safe Environment Coordinator ensuring all catechists, parish volunteers, and students are compliant with Safe Environment requirements.
 - i. Revise and annually distribute Faith Formation and Catechist Handbooks.
3. Supervisory
 - a. Provide support and supervision for catechists and volunteers in faith formation.
 - b. Recruit volunteer catechists, office assistants, and hall monitors for faith formation.
 - c. Provide ongoing appropriate in-service training and spiritual formation for catechists and volunteers.
 - d. Counsel, advise, and visit with students, parents & catechists as needed.
4. Spirituality and Prayer Leadership
 - a. Schedule and plan Communal Penance celebrations for Faith Formation during Advent and Lent.
 - b. Coordinate and plan with celebrations of the Sacraments of Reconciliation, Eucharist and Confirmation.
 - c. Schedule and oversee Altar Server Training

- 5. Staff Responsibilities
 - a. Meet regularly with pastor for planning and coordination of parish programs.
 - b. Participate in Diocesan Professional Development, Workshops, Deanery Meetings and other offerings.

POSITION SPECIFICATIONS/REQUIREMENTS

- 1. Skills, Knowledge and/or abilities
 - a. Demonstrate capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills.
 - b. Participate in ongoing formation and educational opportunities to keep current on trends in catechetical ministry.
 - c. Must be highly proficient in using Microsoft Office.
 - d. Excellent language and communication skills in English both verbally and in writing, Bilingual (English and Spanish) skills a plus.
 - e. Must have ability to maintain confidentiality and exhibit professionalism.
 - f. Must have good interpersonal communication and organizational skills.
 - g. Must have ability to learn new software programs as needed.
 - h. Must have the ability to work efficiently, be flexible and maintain composure in various circumstances.
- 2. Education, Training and/or Experience
 - a. Active, practicing Catholic in Good Standing
 - b. BA (MA preferred) in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
 - c. 3-5 years' experience as a Director of Faith Formation or Youth Ministry
 - d. Successful Completion of a Background Check and Safe Environment Requirements set forth by the Diocese of Davenport

WORK ENVIRONMENT

This position entails frequent evening and weekend work.
This position is Full time. (40 hours/week)

The above statements are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all responsibilities, duties and skills required.

Employee Signature

Date

Supervisor Signature

Date