**Director of Discipleship and Formation**

**Summary Description**

The Director of Discipleship Formation has oversight of all aspects of disciple formation within the Family of Parishes, with emphasis on encounter, grow, and witness. Provides direction and vision for catechesis in the parish within defined age groups (children, youth, young adult, and adult faith formation), and engaging parents as the primary educators of their children. Responsible for coordinating sacramental preparation programs and, where applicable, works collaboratively with Catholic school principal and staff regarding catechetical programs in the Catholic schools. Acts as a resource for parish programs in the area of catechesis. Works closely with the Director of Engagement and the Director of Family Ministry, helping to move individuals and families from the “encounter” stages of evangelization into the “grow” and “witness” phases of discipleship formation. Attention should be given to sensitivity to cultural diversity.

**Essential Functions**

Program

* Integrate the principal tasks of catechesis into a total parish catechetical program. To include promoting knowledge of the faith; providing liturgical education; supporting moral formation; foster prayer; educate community for life; and prepare members of our faith communities to be open to the missionary dimension of our faith.
* Research appropriate models to address discipleship growth needs within the family.
* Oversee development and implementation of curriculum and develop, select, and instruct others in

use of texts and resources.

* Supervise First Communion and Confirmation sacramental preparation for parishioners.
* Supervise Youth Ministry Program.
* Supervise young adult and adult formation ministry.
* Implement and support small groups that nurture discipleship formation.
* Develop and supervise other faith formation opportunities (for example, Vacation Bible School).
* Teach adults; motivate and train others to teach.

Administration

* Recruit catechists. Discern and call forth their gifts and talents and train and supervise catechists for certification according to diocesan policy and procedures.
* Facilitate and monitor catechetical certification of school faculty.
* Facilitate development of a faith community among catechists; devise appropriate procedures and tools for evaluating programs and personnel.
* Articulate effective administrative policies and procedures.
* Identify problems and manage conflicts.
* Plan, organize, and manage time according to priorities and responsibilities.
* Under the direction and support of the Family Mission Support Director, draft catechetical budget and monitor the use of funds.

**Qualifications**

Education, skills & experience

1. Master’s Degree in Theology (MA, MAPS, or MDiv); Level IV preferred.
2. Advanced Catechist Certification through the Archdiocese of Detroit required.
3. Must be a Catholic in good standing.
4. Minimum 5 years of catechetical experience required.
5. Minimum 5 years sacramental preparation experience required.
6. Minimum 5 years Youth Ministry and/or Adult Formation experience preferred.
7. Understand the proper use of catechesis within the Church’s mission of evangelization.
8. Possess a knowledge and understanding of catechetical principles.
9. Understand Catholic doctrine and beliefs as presented in the Documents of Vatican II, the Catechism of the Catholic Church, the National Directory for Catechesis, and other relevant Church documents.

Skills, Knowledge, and Abilities

1. Must be confident in, possess a strong knowledge of, and speak to the Unleash the Gospel document.
2. Excellent interpersonal skills and a collaborative management style.
3. Proficient in Microsoft Office Suite or similar software.
4. Demonstrates a commitment to high professional ethical standards.
5. Excellent organizational and project management skills.
6. Demonstrated commitment to high professional ethical standards.

Physical Requirements as required by Family of Parishes.

*This parish/school is an equal opportunity employer and does not illegally discriminate based on race, color, religion, national origin, sex, age, disability, height, weight, genetic information, marital or other legally protected status. The Archdiocese of Detroit is committed to achieving excellence through cultural diversity and encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.*