

Church of Saint Richard, Saint Peter, and Assumption

Job Description

Job Title: **Co-Director of Faith Formation (English)**

FLSA: Exempt

Reports to Title: Pastor, Parish Administrator

Date: June 2021

Direct Reports: Bilingual Faith Formation Assistant

Provides work direction to:

Faith Formation Administrative Assistant

Faith Formation Volunteer Catechists

Receives work direction from: Parish Administrator, Pastor

Full-time, 40 hours per week with benefits

JOB PURPOSE:

Collaborate closely with the Co-Director of Faith Formation (Spanish) to provide complementary faith formation opportunities, service projects, and sacramental preparation for children and adults in the parishes. Focus on establishing relationships to enhance faith formation offerings and utilize parish resources most effectively.

GENERAL RESPONSIBILITIES: Employment in and by the church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does require that the employee be a Catholic.

REPRESENTATIVE RESPONSIBILITIES:

Coordinate/teach sacramental preparation programs for Baptism, First Eucharist, First Reconciliation, and Confirmation

- Lead adults and children to a deeper understanding of the sacrament
- Select, develop, plan, organize and oversee the implementation of curriculum for children and their parents
- Responsible for program budget expenditures and fees
- Coordinate class sessions, calendars and facility space
- Plan the liturgical celebration of sacrament in collaboration with the Pastor and Directors of Liturgy and Music,
- Know and act in accordance with all Archdiocesan Sacramental requirements and Canon Law related to Sacraments

Coordinate Rite of Christian Initiation of Adults (RCIA)

- Instruct catechumens and candidates in the Christian faith by apprenticing them in the living Word of God, community life, prayer, and works of mercy.
- Care for the rites of the catechumenate by working with the director of liturgy and directory of music.

- Provide pastoral care to catechumens and candidates through not only spiritual guidance but also through genuine attention to their personal needs and calling the entire parishes to do the same, especially by helping identify good sponsors for each catechumen and candidate

Coordinate Faith Formation program (grades PreK-11)

- Select, develop, plan, organize and oversee the implementation of curriculum
- Recruit train, assign, mentor, support and schedule catechists and other volunteers
- Coordinate class sessions, calendars and facility space
- Be present at program events as necessary
- Responsible for program budget expenditures and working with parish administrator regarding fees

Children's Liturgy of the Word

- Work with lay volunteer ministers to invite, train, support and schedule prayer leaders
- Provide materials for prayer leaders for each Sunday of the Liturgical season

Vacation Bible School

- Work with lay ministry volunteers to evaluate and collaborate with Blessed Trinity Catholic School and neighboring parishes in planning and implementation of Vacation Bible School.

Adult Faith Formation

- Collaborate with other staff and volunteers to plan and offer parent and other adult learning opportunities in the parishes
- Collaborate with other parishes in deanery to offer adult learning opportunities

OPCY coordinator

- Schedule and track compliance of Essential 3 for all Faith Formation volunteers who work with children and/or vulnerable adults
- Complete annual reporting to Archdiocese on all parish volunteers and employees

Responsibilities as related to communication:

- Meet regularly with pastor and parish administrator
- Communicate with parents, students, parishioners, and catechists via email, bulletin, meetings, etc.
- Collaborate with other program staff in scheduling of dates, special events, prayer services, etc.
- Develop and distribute registration procedures and materials
- Develop and implement policies for discipline, absences, etc.

Responsibilities as related to staff

- Participate in staff meetings
- Value and work to implement the parish mission statement as it relates to Faith formation ministry

Responsibilities as related to professional enrichment

- Actively participate in ACRE and Deanery 15 faith formation meetings
- Further develop and enhance skills and expertise through workshops and seminars in all related program areas
- Schedule an annual retreat

Job Qualifications

BA required. MA in Religious Education, Theology or Education preferred
 Minimum of 5 years experience in Faith Formation, directing catechists and youth volunteers
 Demonstrated skills in directing the religious educational life of a parish
 Inter-culturally Competent - Spanish language skills desirable
 Demonstrated skills in faith formation, norms and catechetical guidelines as put forth by Archdiocese, USCCB, and other bodies of the Roman Catholic Church
 Knowledge of and the ability to convey effectively the official teachings of the Roman Catholic Church regarding Scripture, doctrine, morality and spirituality with demonstrated fidelity to these teachings.
 Working knowledge of social media and technology preferred

Mental Demands

Ability and inclination towards collaboration within parishes and across deanery
 Comfortable differentiating curriculum to address student's needs
 Strong communication skills with all stakeholders
 Strong organizational skills and ability to juggle multiple programs
 Maintain confidentiality, integrity and honesty
 Maintain gracious and kind demeanor, including dealing with difficult people

Physical Demands

Work 40 hours per week, sometimes more
 Furniture set up and moving