

The Cities of God

Faith Formation Director

Job Description

PARISH:	Parish Grouping 444 The Cities of God
OFFICE:	St. Ferdinand Parish (Cranberry Township) St Gregory Parish (Zelienople) Holy Redeemer Parish (Ellwood City)
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

JOB TITLE:	Faith Formation Director	
NAME :	Click here to enter text.	DATE: Click here to enter a date.

Pay Grade: Exempt

Days/Week: Mon - Fri (Sat/Sun as necessary)
Office Hours -
8:30am - 5:00pm

Reports to: Pastor/Administrator

Minimum Qualifications:

EDUCATION:	<p>Master's Degree in religious education, catechetics, theology or a related degree.</p> <p>Lay Ecclesial Ministry (LEM) Certification – Each newly hired LEM, if not currently certified, has five (5) years to complete the entire certification process.</p>
EXPERIENCE:	<p>Three (3) years' experience in administering a parish based or other organizational program, along with experience in supervising and developing staff. Two to three years' experience in catechizing or teaching religion (i.e. as a religion teacher in an elementary or secondary school) or as a catechist in a parish faith formation program;</p> <p>Experience with evangelization and disciple-making is an essential;</p> <p>Experience on a variety of levels, including child and adult catechesis, is preferred.</p>
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Practicing Catholic, faithful to the Magisterium, and in good standing with the Catholic Church. • Successful completion of the Diocesan Safe Environment process. • Excellent interpersonal, verbal, and written communication skills; • Strong organizational and time management skills; • Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint); • Knowledge of theology/catechetics, scripture, liturgy, psychology and educational theory; • Knowledge of stages of human and faith development; • Ability to call forth and develop others; • Capacity to relate to a wide variety of people, a spirit of generosity, and the ability to delegate and collaborate; • Able to facilitate meeting and group processes;

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	<ul style="list-style-type: none"> • Knowledge of and skilled at conflict management and resolution. • Able to work at all parish sites. • Able to travel to Diocesan and parish sites as required. • Able to work frequent evenings and weekends.
SUMMARY OF JOB:	<p>The Faith Formation Director, working under the direction of the Pastor/Administrator and in collaboration with other parish ministries of a large-sized parish, directs several dimensions in the design and implementation of programs for adults, families, youth and children to assist in building a solid foundation for adult spirituality, Christian living and ministry. The Faith Formation Director recruits, trains, develops and oversees catechists, support staff, and volunteers. The Faith Formation Director is able to articulate Catholic Theology in light of the teachings of the Church as expressed in the Catechism of the Catholic Church and the philosophy underlying the parish faith formation program.</p>

ROUTINE DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Serves as a member of the parish staff. Attending all staff meetings, department head meetings, Diocesan DRE meetings, Faith Formation team meetings, and any additional events or meetings assigned by the Pastor/Administrator. • Promotes Gospel values and growth in holiness, values collaboration, and mutuality in mission and ministry. • Leads and supervises support staff and volunteers. • Responsible for the development of catechetical programs and approval of curriculum for various age levels of the parish, pre-school through adult, according to the Religious Education Guidelines of the Diocese of Pittsburgh. • Responsible for the development and use of virtual means of catechesis through electronic and virtual communication in conjunction with the Communications Director. • Obtain approval and support from the Pastor/Administrator for the direction of the religious education of the parish, and keeps the Pastor informed regarding the religious education programs. • Prepare and administer the operating budget of the religious education programs according to the policies established by the parish. • Provide for the recruitment and training of catechists, and to support and encourage opportunities for catechist certification as specified by the Diocesan Office of Catechesis. • Responsible for coordination with Safe Environment Coordinator the Safe Environment compliance of staff, catechists, volunteers (adults
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	<p>and teens) and inclusion of keeping children's safe curriculum for children's and teen's within their catechetical programs.</p> <ul style="list-style-type: none">• Oversees sacramental preparation programs in the parish including RCIA. Assists in the preparation for the sacraments, especially Reconciliation, Holy Communion, and Confirmation.• Directs and supervises the catechetical faith formation of the Parish School.• Assists in planning parish sacramental celebrations in collaboration with the Director of Worship and/or Director of Music Ministry.• Fosters the faith growth of the members of the parish.• Works collaboratively with the Communications Director ensuring effective communication for all parish catechetical programs.• Ensures that opportunities are available for liturgical worship in all faith formation programs and integrates these with catechesis.• Develops a learning community among the catechists so they assimilate the basic principles of pedagogy and adult learning and are able to apply this knowledge for the particular grade/age level.• Instills in the catechist, a sense of evangelization and mission that enables them to cultivate discipleship among the children, teens and adults they teach.• Presents to catechists and others the teaching of the Catholic Church according to the catechetical principles enunciated in Church documents (unless the parish employs a Master Catechist to do so.)• Invites, motivates and trains volunteers to assist as responsible leaders for various aspects of the total program.• Develops a spirit of collegiality, identity, and unity among catechetical staff and families when blending programs.• Promotes good public relations both within and beyond the parish.• Oversees faith formation at all sites if there are multiple locations and develops a coordinated approach toward total parish faith formation.• Researches the faith formation needs of the parish, designs formation programs to meet those needs, assembles appropriate resources and undertakes ongoing evaluation of curriculum, methodology and programs.• Ensures accurate records are kept of catechists, students, and families.• Monitors and approves all expenditures and payroll timesheets for the Faith Formation Team.• Participates in regional, district and diocesan networks of professional peers for the good of the parish.
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OTHER DUTIES:	<ul style="list-style-type: none">• Additional responsibilities as assigned.• Signing an Acknowledgement of this job description upon acceptance of an offer of, and as a condition to, employment providing that the employee has read, understands and agrees to the requirements set forth in the job description.• Agreeing to and signing the standard Pastoral Conduct Manual and the attached document, containing what is commonly referred to as the Cardinal's Clause, upon acceptance of an offer of, and as a condition to, employment with the Parish.
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