

Our Lady of Lourdes Catholic Church Seeks a Parish Director of Faith Formation

Our Lady of Lourdes Catholic Church in Slidell, Louisiana is seeking qualified candidates to apply for the new position of Director of Faith Formation for the parish community starting on or about July 1, 2021.

The Director is a professional catechetical leader who assists adults, adolescents, and children of the parish (and Catholic school) community in their faith formation. The position is a full-time, 12-month position.

Preferred candidates will possess the following qualifications/skills:

- practicing Catholic in good standing with the Church
- bachelor's degree (master's degree preferred) in theology, religious education, or a related degree
- strong communication and organizational skills
- experience in pastoral ministry preferred

Applications are due by no later than June 20, 2021. Applications will only be accepted by email. Submit all application material to Patrycja Black at pblack@ollourdes.org. Required application materials include:

- Cover Letter
- Resume/Curriculum Vitae
- Personal Vision of Ministry Statement
- Salary Requirements
- References
 - 1 - Pastor
 - 2 - Professional #1
 - 3 - Professional #2
 - 4 - Personal (non-family)

Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible. Interviews will be scheduled accordingly. Learn more about Our Lady of Lourdes Catholic Church by visiting our website at <https://ollparishslidell.com>.

Our Lady of Lourdes Director of Faith Formation Job Summary

CORE RESPONSIBILITIES:

To take a leading role and responsibility for the faith formation of all individuals – both children and adults – in the life of the parish and its various ministries under the direction of the pastor or other delegates of the pastor, including collaborating with faith formation in the parish school. This individual provides the resources, the training, the planning, and the overall guidance for the day-to-day aspects and facilitation of faith formation.

The Director of Faith Formation serves by planning and facilitating a well-organized, smoothly run, and effectively coordinated faith formation program for the entire parish. This total parish program includes early childhood, elementary, middle school, and high school parish school of religion as well as collaborating with catholic school education. Overseeing and directing adult formation, evangelization, RCIA, sacramental catechesis, mission outreach and promotion, vocation awareness, Vacation Bible School, being the Safe Environment coordinator for the parish, and working to make special education for persons with disabilities available are also essential components of total parish programming and fall under the guidance of this leadership position.

CONTINUING FORMATION:

The Director of Faith Formation should be committed to ongoing formation by conscientiously engaging in continued opportunities for spiritual, professional, and personal growth; thus offering a living witness to the parish community of one who desires to grow constantly in faith and live in harmony with the Gospel of Jesus Christ.

QUALIFICATIONS AND EXPERIENCE:

The Director of Faith Formation should have experience in administrative leadership, skills in program planning, evaluation, teaching, community building in groups, supervision of staff, and budget. The director will possess a bachelor's degree (master's degree preferred) in theology, religious education, or a related degree.

COMPENSATION:

The Director of Faith Formation will be provided a professional salary commensurate with qualifications and level of experience. The Director of Faith Formation will be eligible for benefits as provided by the Archdiocese of New Orleans for full-time employees.

Our Lady of Lourdes Director of Faith Formation Job Description

The position of Director of Faith Formation is a full-time, 12-month position. The Director must be a practicing Catholic, in good standing with the Church. Additionally, he/she must be a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Director of Faith Formation reports directly to the pastor. As a member of the parish staff, the Director of Faith Formation works with other staff members to foster and maintain a working environment where worship, prayer, hospitality, and ongoing formation are of primary significance.

The Director is a professional catechetical leader who assists adults, adolescents, and children of the parish (and Catholic school) community in their faith formation.

The responsibilities of the Director of Faith Formation include, but are not limited to:

Adult Faith Formation

Given the Church's teaching that adult faith formation is the chief form of catechesis and the catechetical priority of the Church, assisting with adult faith formation, RCIA, and evangelization efforts are essential responsibilities of this position. Engaging adults, and especially parents, is of prime significance for the faith formation efforts of the parish to be successful.

- recruits, orients, and provides ongoing professional training and spiritual formation for all catechists and faith formation ministers (adult formation, parish school of religion, RCIA, and other ministry leaders)
- actively engages parents in the formation of their children and assists parishioners with enhancing the domestic church
- assists in making a variety of faith formation activities available both online, in print, and through FORMED to all members of the parish community

Parish School of Religion Program

The Director will administer (design, develop, direct, communicate, and evaluate) the Parish School of Religion (PSR) Program for all parish children who attend public or non-Catholic private schools. He/She:

- oversees the development of the PSR Program from kindergarten through 12th grade
- implements archdiocesan policies and procedures in conformity with the guidelines of the Department of Catholic Education and Faith Formation of the Archdiocese of New Orleans
- schedules faith formation opportunities for children and parents within the PSR Program calendar
- provides access and inclusion for children with special learning needs
- coordinates the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor according to the Rite of Christian Initiation of Adults
- coordinate special children's liturgies/faith formation activities (e.g., Christmas Eve Children's Mass/Pageant, May Crowning)
- researches and requisitions resources (AV, textbooks, liturgy materials, reference works, online resources, etc.) which complement the faith formation efforts in the parish
- ensures that the Safe Environment requirements, policies, and mandates for PSR volunteers are in compliance with the archdiocesan Safe Environment Office
- obtains approval and support from the pastor for the general direction of the faith formation of the entire parish
- meets with pastor routinely to discuss matters relating to PSR and sacramental preparation
- ensures that the PSR Program's schedule of classes and activities are submitted to the pastor or his delegate for approval
- develops, updates, and distributes the PSR Program handbook for catechists and the PSR handbook for parents/guardians on an annual basis
- engages catechists professionally including:
 - recruits PSR catechists with clearly described duties and responsibilities
 - communicates in a timely manner with catechists throughout the year regarding expectations, plans, and timelines.

seeks catechists feedback/suggestions on program improvement
encourages catechists to obtain catechetical certification according to the policy set by the Department of Catholic Education and Faith Formation

- oversees the budget for all expenses related to the PSR Program, following the budgetary procedures as set by the pastor, parish finance committee, and/or parish business manager
- engages families/parents of PSR students and creates a sense of community through regular communication (e.g. social media posts, emails, newsletters, etc.) on curriculum, activities, expectations, opportunities to become involved, and program highlights

Sacramental Preparation

The Director of Faith Formation oversees the coordination and sacramental preparation of parish school-age candidates who attend the PSR Program and Catholic school. He/she:

- schedules, at the pastor's directive, dates for First Reconciliation and First Holy Communion
- schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Reconciliation, First Holy Communion, and Confirmation
- schedules, coordinates and prepares retreat days for students preparing for First Communion, and Confirmation
- prepares the liturgy (with the pastor or his delegate) for First Reconciliation, First Holy Communion, and Confirmation
- schedules Advent and Lenten Reconciliation Services with the opportunity for individual confessions for the PSR children (and works with the Catholic school in this regard as well)
- creates and oversees catechetical plans for older baptized Catholic children or teens who seek the reception of First Reconciliation, First Holy Communion, and/or Confirmation

