

# Church of St. Francis de Sales of St. Paul

## Job Description

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<b>Date:</b>	8/02/2021
<b>Position/Title:</b>	Director of Faith Formation
<b>Department:</b>	Faith Formation
<b>Reports to:</b>	Pastor
<b>Receives work direction from:</b>	Pastor / Parish Business Administrator
<b>Provides work direction to:</b>	Faith Formation Volunteers/Assistants
<b>Hours:</b>	Full-time, 40 hours per week, 11 months from August through June
<b>Requirements:</b>	Bilingual, fluent in English and Spanish
<b>Benefits:</b>	Eligible for medical and retirement benefits

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### Position Purpose:

The Director of Faith Formation will lead, develop and coordinate the parish faith formation program. Develop and coordinate the catechetical and First Communion components for grades 2 – 5, catechetical and Confirmation components for grades 9 – 12, and catechetical and RCIA components for different groups of ages. Develop and provide engaging faith formational activities for children and which invite parents to participate with their children. The objective is to facilitate the growth of children, parents and families in their relationship with Jesus Christ, the parish community, and the universal Church.

Establish guidelines and content for families involved in Baptism, marriage preparation and funerals.

Provide guidance to Sandcastle Child Care Center for the Catechesis of the Good Shepherd program. Assist in the development of programs for adult formation and youth group activities.

Facilitate parish and community wide communication of faith and evangelistic outreach via multiple methods, including social media, web site, and weekly bulletins.

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## **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. It is expected that all employees respect the Roman Catholic doctrine and religious practices. It is required that this employee be an active, participating Roman Catholic.

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## **Representative Responsibilities:**

- Design, develop and implement annual goals as they pertain to child, youth, adult and family faith formation for the Church of St. Francis de Sales in St. Paul.
  - Design, coordinate and develop programs and curricula according to Archdiocesan standards for each area of formation: First Communion Program, Confirmation Program and RCIA for children and adults. Oversee catechesis for children who have not received faith formation for a significant length of time. Oversee the Catechesis of the Good Shepherd program for the preschool children at the Sandcastle Child Care Center.
  - Develop guidelines and content for families involved with Baptism, marriage preparation and funerals.
  - Design, develop, and implement a calendar year with enrichment activities and events and sacramental celebrations for each age-specific area. Develop annual calendar for events and classes and coordinate with parish calendar.
  - Recruit and train teachers; schedule classes and assign students to classrooms.
  - Maintain records for registration and attendance.
  - Provide work direction to and supervise all volunteers and catechists.
  - Conduct regular reviews to evaluate programs.
  - Maintain good communication with parents of youth in the program.
  - Ensure compliance with Safe Environment standards for all youth and volunteers.
  - Plan, deliver, and administer PCYI curriculum for minor employees, children and teens.
  - Assist in the development of service opportunities.
  - Determine annual budget for program, prepare billing, and collect fees for program. In addition, submit bills in accordance with program expenditures.
  - Serve as the primary spokesperson for faith formation activities.
  - Coordinate all communications with families and teens regarding the celebration of Confirmation. Coordinate celebration with the Archdiocese. Coordinate the parish recognition.
  - Prepare and coordinate the ceremonies at Mass for First Communion and RCIA.
  - To be present where needed, ready to work and on time for all scheduled hours. These will include daytime hours especially on Wednesdays – to prepare materials for the evening classes.
  - All teaching must be in accordance with Catholic Doctrine and Tradition.
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- Demonstrate a spiritual life marked by dedication to personal prayer, participation in the Sacraments, and a relationship with Jesus Christ.
  - Develop multiple methods of communicating to the parish and community the various activities of the parish, increasing awareness of the various forms of faith formation and encouraging participation in parish ministries that promote spiritual and corporal works of mercy and evangelization.
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### **Job Qualifications:**

- Successfully complete required background check and VIRTUS training
  - College degree in Catholic theology, education, or youth ministry or a minimum of three years of related experience.
  - Baptized and formed in the Catholic Faith
  - Demonstrated knowledge in family faith formation a plus
  - Familiarity with church documents on catechesis
  - Demonstrated organizational skills
  - Demonstrated budgeting, billing, collection and related skills
  - Demonstrated supervisory and work direction skills
  - Strong computer skills especially Microsoft Word and internet communication
  - Detail-oriented and highly organized
  - Participate in Faith Formation and other staff meetings
  - Develop 'post-Confirmation' opportunities for young adults
  - Have flexibility in working a wide variety of hours, including weekends and evenings
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### **Mental Demands:**

- Utilize good listening and communication skills – oral, phone and written
- Work well with others (staff, parishioners, volunteers, and the community)
- Ability to manage conflict
- Coordinate and implement multiple concurrent tasks
- Plan, organize and meet deadlines
- Assess realistically what is possible, given time and resource constraints
- Be pleasant and service-oriented even when exposed to negative influences
- Keep staff, the pastor, and the parish community informed
- Be comfortable in discussing a wide variety of personal topics such as family issues and questions or doubts about faith
- Demonstrate a commitment to pastoral and family sensitive approaches to life situations, with particular understanding of culturally diverse learners and families
- Work both independently and as a team member
- Be comfortable working with people of all ages

- Maintain positive, professional and collaborative relationships with the pastor, parish staff, volunteer catechists, students, families and the Archdiocese
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**Physical Demands:**

- Work an average of 16 hours per week, sometimes more
- Lift and move up to 30 pounds using proper techniques
- Climb stairs
- Move easily to and from various locations in the complex
- Hear and talk by phone and communicate with adequate proficiency by electronic means (in English and Spanish)
- Utilize keyboard and other office equipment
- Give direction in a large group situation with a high level of activity