Primary Duties and Responsibilities:

Summary of Job

The Director of Faith Formation, working under the direction of the Pastor and in collaboration with other parish ministries, 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 Director of Faith Formation also coordinates evangelization/catechetical programs such as Youth Ministry, Young Adult groups, Alpha, ChristLife, and RCIA for the parish as well as coordinates small group ministries and Bible Studies. The Director of Faith Formation also coordinates with the Latino Ministry Coordinator in accomplishing the need for inclusion and cultural identity. The Director of Faith Formation recruits, trains, develops and oversees catechists and support staff. The Director of Faith Formation 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.

Primary Responsibilities

- Promotes Gospel values and growth in holiness, values collaboration and mutuality in mission and ministry.
- Supervises support staff and volunteers.
- Assists in the preparation for the sacraments, especially Reconciliation and Holy Communion.
- Coordinates Confirmation program with Youth Ministry Team.
- 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.
- 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.
- 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.
- The Director of Faith Formation ensures accurate records are kept of catechists, children and families.
- Participates in regional, district and diocesan networks of professional peers for the good of the parish.

**Preferred Professional Requirements and Experience:**

- Good telephone and interpersonal skills.
- Strong organizational and time management skills.
- 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.
- Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint, or G-Suite related products).
- Knowledge of and skilled at conflict management and resolution.

**Experience:**

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. Experience with evangelization and disciple-making is an essential. 
Experience on a variety of levels, including child and adult catechesis, is preferred.

**Education:**

Master’s Degree in religious education, catechetics, theology or a related degree

*Interested candidates should apply to Rev. Carmen D’Amico, Administrator.*
*By mail: St. Patrick Parish, Canonsburg, PA 15317,*
*by email: cdamico@hrmmsp.org*
*Submission deadline is Friday, May 15, 2020.*