

Job Description			
Job Title	Director of Faith Formation	Reports to	Pastor
Classification	Non-exempt	Position Type	Part time
<p>ROLE AND RESPONSIBILITIES</p> <p>The Director of Faith Formation designs, directs, and evaluates dual-language English and Spanish catechetical/faith formation program and coordinates sacramental preparation for Saint Joseph Parish from pre-school through 5th grade. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • After using the established program for the first year, the Director will collaborate with Pastor and pastoral team to design, implement and regularly assess catechetical programs, according to parish and Diocesan needs and requirements and which support lifelong learning as well as the needs of the Spanish-speaking parish community. <ul style="list-style-type: none"> • Coordinate and attend all faith formation events, including materials, space, media, etc. and identifying, and training catechists, musicians, service coordinators to take responsibility for program components. • Create and monitor a budget for the operation of programs. • Coordinate liturgical/ sacramental functions and varied prayer experiences. • Communicate with participants, parents, parishes to keep them informed of faith formation efforts. • Recruit, train, and supervise catechists, encouraging opportunities for growth and certification as specified by the Diocesan Office. Ensure all volunteers maintain up-to-date Safe Environment training. Meet regularly with catechists, and conduct an annual evaluation. Recruit and schedule volunteer office assistants. • Collaborate with Youth Ministry to ensure smooth transition to middle school formation. • Develop individualized programs for parishioners with special faith formation needs, including: <ul style="list-style-type: none"> • Children with significant gaps in formation or who have not been baptized (Rite of Christian Initiation for Children). • Children with special learning needs. • Gather, verify and maintain all sacramental and required records from families, keep accurate and complete records, communicate all sacramental and required records to office staff or others as needed. <p>EDUCATION & TRAINING REQUIREMENTS</p> <ul style="list-style-type: none"> • Bachelor’s degree in Religious Education or related field is required; Master’s degree in Religious Education or related field is preferred. • Minimum of 5 years of experience of demonstrated successful teaching experience in a school classroom or a faith formation program. <p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none"> • Must be proficient in Spanish and English. • Active Catholic in good standing, committed to discipleship in word and action, faithful to the teachings and values of the Catholic Church. 			

St. Joseph Catholic Church

- Capability in theology, teaching, program and catechist coordination and application of age-appropriate teaching methods.
- Proficient knowledge of office computer programs and Microsoft Office.

OTHER COMPETENCIES AND REQUIREMENTS

- Organized and attentive to detail, able to manage multiple tasks, and meet deadlines.
- Able to work both independently and collaboratively with other groups and individuals, communicate well.
- Compassionate and fair, with a heart for service, and able to treat all with dignity and respect.
- Able to conduct self in a professional manner with ability to deal with difficult situations and maintain confidentiality in all matters.
- Desire to continue professional, personal and spiritual development and maintain up-to-date Safe Environment training.

PHYSICAL DEMANDS

This is largely a sedentary role; however, some lifting is required. This would require the ability to lift up to 15 pounds and bend or stand as necessary, with some walking and carrying light objects.

WORK AUTHORIZATION

Must be eligible to work in the U.S.

OTHER DUTIES

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Schedule	Varies based on events and school year		
APPROVALS			
Written By		Date	
Approved By		Date	
Last Updated By		Date	

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____