

### **Director of Faith Formation**

**PURPOSE:** Under supervision of and in collaboration with the Pastor, the Director of Faith Formation will lead the Religious Education program of Queen of Peace, working with children grades 2-8, parents, and catechists to form authentic missionary disciples of Christ for the New Evangelization.

The Religious Education program will be aided by a 25-hours/week Faith Formation Director Assistant.

The Director of Faith Formation will coordinate one-time events to strengthen and renew the adult faith formation of all parishioners.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Develop overall program (in accordance with the Archdiocese of Denver curriculum) for the sacramental preparation of 2nd - 8th grade aged students.
  - a. Create year-long calendar of events and activities, which align with the parish and liturgical calendars
  - b. Organize confirmation retreats and other activities for religious education students to lead them to finding Christ's love in a personal way and true and authentic Christian living
  - c. Work to instill in students and their families the importance of full, conscious, and active participation in the liturgy
  - d. Engage students in parish life faith activities
  - e. Work closely with Youth Ministry Director to create a pathway for teenagers to be active participants in youth ministry during and upon completion of their religious education preparation.
2. Coordinate ministries for the evangelization of parents of Religious Education students who have been only "sacramentalized", by leading them to a personal encounter with Christ and bringing them to discover the joy of living out the Gospel.
  - a. Coordinate with Director of Youth Ministry to keep families participating in the practice of the faith after receiving the sacraments.
  - b. Schedule, coordinate, and promote mandatory and optional faith-formation classes for parents.
  - c. Organize faith-formation catechesis, talks, and other activities as needed for parents of RE students in English and Spanish.
  - d. Engage parents in Religious Education program and in the life of the parish.
  - e. Establish open communication with parents concerning their role as primary educators.
3. Form a team of qualified and dedicated people to ensure success of the Religious Education program
  - a. Recruit, train, and supervise catechists, facilitators, and other volunteers as needed for faith formation on all age levels.
  - b. Provide ongoing faith formation for catechists, facilitators, and other volunteers.
  - c. Assign tasks and delegate responsibilities to volunteer team members
4. Supervise the maintenance of records

- a. Organize registrations, student enrollment, and student, teacher, and classroom assignments; ensure each classroom has the necessary age-appropriate curriculum materials.
- b. Record student class and Mass attendance
- c. Provide necessary information for sacramental parish records

### **QUALIFICATIONS**

1. Practicing Roman Catholic in good standing with the Church
2. Degree in Theology, Religious Education, religious studies or the equivalent or a degree in education with a specialization in religious studies
3. Ability to relate to a variety of persons and able and willing to work in diverse, multicultural environment
4. Ability to read, write and fluently speak and understand English and Spanish
5. Strong leadership ability; organizational, time management, and project management skills; and ability to delegate and adhere responsibility
6. Team player with ability to work well and collaborate with other staff members and ability to adhere to the mission and vision of the parish and its pastor.

If interested, please email resume and cover letter to [dana.molina@queenofpeace.net](mailto:dana.molina@queenofpeace.net).