

**Director of Faith Formation
Job Description
Church of Mary of the Visitation
Becker & Big Lake, Minnesota**

Purpose and Scope

Under the direction of the Pastor, the Director of Faith Formation:

- plans, develops, organizes, and evaluates the Faith Formation Program for the Parish (including K-Adult)
- coordinates, recruits, and trains volunteers in Faith Formation programs
- researches and selects appropriate materials and media for programs and processes
- is responsible for all communication with parishioners, parish staff and the Diocese
- keeps abreast of the current national trends and issues within faith formation and catechesis in general

Qualifications:

- Bachelor's Degree in Theology, religious studies, or relevant field (Master's degree is desirable)
- Previous experience in Faith Formation and catechetics, (minimum of 5 years in a large program is desirable)
- Understanding of Catholic theology and familiarity with relevant Church documents
- Commitment to develop and nurture a comprehensive, intergenerational program
- Commitment to ongoing personal growth and formation
- Knowledgeable in educational and developmental theory
- Excellent oral and written communication skills
- Good interpersonal relationship skills and rapport with children, youth and adults
- Excellent organizational, administrative and computer skills

Job Responsibilities:

I. Program Development

- A. Develop, maintain and evaluate the parish Faith Formation program
- B. Research and implement curriculum for the Faith Formation Program in collaboration with Faith Formation committee and consultation of Pastor
- C. Prepare and facilitate adult Journey Of Faith sessions
- D. Collaborate with liturgy/music director(s) in preparing liturgies as needed (sacramental celebrations, prayer services, etc.)
- E. Recruit catechists and assistants; prepare and facilitate formation of catechists and assistants
- F. Administer safe environment training requirements for youth, catechists, and adult volunteers
- G. Attend Diocesan sponsored meetings and training
- H. Utilize Catholic Education Ministries and other diocesan resources
- I. Develop lesson plans for all grade levels
- J. Develop and facilitate preparation for the Sacraments of Reconciliation, Eucharist, and Confirmation
- K. Coordinate Liturgy of the Word for Children
- L. Oversee and offer Vacation Bible School for 1 week each summer including: VBS program materials, budget, volunteers, and registration

I. Administrative duties

- A. Attend staff meetings
- B. Manage and maintain parish database for Faith Formation records
- C. Manage registration process, collect forms/fees and create class lists
- D. Schedule sessions, determine space/set-up needs
- E. Communicate with families regarding schedules, meetings, Sacramental preparation information, etc.
- F. Order and prepare materials, resources and supplies as necessary
- G. Oversee and coordinate facilities for Faith Formation sessions (i.e., set-up, take-down, and the like)
- H. Document preparation (Sacramental Certificates)
- I. Prepare agenda for and conduct Faith Formation committee meetings
- J. In collaboration with Faith Formation Committee, develop and administer budget
- K. Performs any other job-related duties as necessary for the success of the Faith Formation program

Time Commitment/Requirement:

- This position is 40 hours/week during Faith Formation year. Summer hours as needed to plan/prepare for upcoming year
- Keep regular, posted office hours in order to be available to the parish, catechists, parents, families, etc.
- Be present for Faith Formation sessions and liturgies as required by the program.
- Evening and weekend hours are necessary and are determined by seasonal needs and the fulfillment of the duties of this position

Supervision:

The Director of Faith Formation reports to the Pastor.

Evaluations:

On an annual basis the Faith Formation Programs are evaluated by the Director, the Faith Formation Committee, catechists and participants

Salary:

Salary is commensurate with experience and job performance. Reimbursement is provided for program related purchases and mileage.