

Job Description for the Director of Faith Formation Mary, Mother of the Church – February 2020

We believe that faith formation is an ongoing, lifelong process. The primary responsibility of the Director of Faith Formation is to oversee, develop and implement the various faith formation activities of our parish. These activities will vary, because they include all of our parishioners, pre-school through adult. The Director of Faith Formation is a member of the Parish Staff and works in collaboration with the Staff, the Christian Formation Commission and the Parish Council. Following are some of the Director's specific responsibilities.

Ministerial Responsibilities

1. Provide opportunities for families and individuals to interact with and support one another as members of the Body of Christ.
2. Listen to and support the initiatives of our parishioners regarding possible faith formation activities.
3. Develop and implement strategies to increase the number of participants in our various faith formation activities.
4. Strive to integrate the various student demographics of the parish when making program decisions.
5. Recruit and mentor parishioners to serve
 - a. As parish ambassadors for the *FAITH* program (**F**aith **A**live **i**n the **H**ome).
 - b. As PSR catechists.
 - c. In various leadership positions for adult faith formation activities.
6. Take the initiative in reaching out to a parishioner regarding any issue that may affect their being able to fully participate in the Sunday Eucharist and / or our PSR and VBS activities.

Liturgical / Sacramental Responsibilities

1. Oversee the formation of our confirmandi for the Sacrament of Confirmation
 - a. Recruit and mentor catechists for the Liturgy of Word formation that takes place each Sunday.
 - b. Arrange for additional catechetical sessions on a monthly basis.
 - c. Coordinate parent and sponsor involvement.
 - d. Organize the interviews of the confirmandi with the Parish Staff.
 - e. Work with the Director of Liturgy and Music regarding the planning of the Confirmation Mass
2. Conduct sacramental preparation for parents of children receiving Reconciliation and Eucharist
3. Continue our long-established linking of liturgy and catechesis by
 - a. Advising and serving as a resource for the coordinator for Children's Liturgy of the Word.
 - b. Planning and consulting with the Director of Liturgy and Music for the celebration of sacraments

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- c. Consulting with pastor and other staff members on possible candidates for initiation and / or reception and serve as a resource for that catechumenal process.
- d. Modeling the formative aspects of the liturgical assembly for the PSR student body.
- e. Scheduling dates and times for sacramental and prayer opportunities for PSR students.
- f. Transitioning towards using the Sunday Liturgy of the Word as the focus of Catholic formation for our junior high students.

Catechetical Responsibilities

- 1. Direct the Parish School of Religion (PSR) Catechetical program by**
 - a. Upholding our belief that participation at weekend liturgy is the norm for parents and children enrolled in PSR
 - b. Consulting with families and catechists regarding the days and times of PSR sessions
 - c. Publicizing registration and events of PSR via email / bulletin / website and UPDATE; manage registration process.
 - d. Reviewing and update curriculum for Grades 1-8; order texts and supplies when needed.
 - e. Planning and conducting meetings for PSR parents.
 - f. Arranging for substitute catechists as needed.
 - g. Supervising the premises and being present when PSR is in session.
 - h. Planning and arranging for field trips, retreat days, and other special family events.
 - i. Conducting annual evaluations of the PSR program by all participants; making changes and / or creating new objectives in light of the evaluations.

- 2. Other Catechetical Activities**
 - a. Continue to implement the new FAITH program begun in the Fall of 2019.
 - b. Organize and recruit staff for Vacation Bible School; supervise the VBS experience.
 - c. Collaborate with the Parish Youth Minister in various phases of program planning.
 - d. Continue to offer support for various existing adult formation activities, such as Cornerstone Scripture Study, Contemplative Prayer, etc.
 - e. Research various parish-based retreat and / or faith sharing programs that could be implemented here at the parish and make recommendations to the Parish Council.

Administrative Responsibilities

1. Plan & publish the calendar for the various faith formation activities.
2. Prepare, submit, and manage the annual faith formation budget.
3. Develop and utilize a variety of strategies and resources to enhance electronic communication and outreach to the parish.

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4. Plan for PSR catechists in-service and support activities by
 - a. Scheduling meetings with the catechists.
 - b. Making individual appointments with catechists for mentoring.
 - c. Providing for on-going catechist formation via Paul VI Institute and other diocesan opportunities.
 - d. Offering direction, resources, and written guidelines for each catechist's performance.
5. Participate in several professional development activities throughout the year. This would include attending various regional meetings sponsored by the Catholic Education and Formation Office.
6. As a member of the Pastoral Staff, the Director of Faith Formation will
 - a. Attend weekly meetings with the pastor and the monthly meetings of the parish staff.
 - b. Consult with pastor regarding various phases of catechetical planning.
 - c. Serve as supervisor for the Parish Youth Minister.
7. As the staff liaison to the Christian Formation (CF) Chairperson, the Director of Faith Formation will
 - a. Serve as a resource person for the CF Chairperson regarding the implementation of adult faith formation
 - b. Assist the CF Chairperson with
 - i. The implementation of commission objectives.
 - ii. The recruitment of volunteers.
 - iii. The preparation of the annual Commission budget preparation.
8. As an ex officio member of the Parish Council, the Director of Faith Formation will
 - a. Attend monthly Parish Council Meetings.
 - b. Plan and facilitate annual orientation & goal-setting day for Parish Council.
 - c. Support and represent the consensus of the Parish Council on various issues.
 - d. Review, coordinate, and evaluate with commission chairpersons the overall effectiveness of the Parish's faith formation activities.