

Notre Dame Catholic Church Job Description

Director of Parish Faith Formation Pastoral Team	
<p>Position Summary Under the direction of the Parish Pastor, the Director of Parish Faith Formation supervises and coordinates all Faith Formation activities and programs (youth and adult), designed to build up the faith life of the whole community. Integral to this position is assessment of needs, communication and collaboration with all faith formation ministries and ensuring archdiocesan and parish standards for curriculum and safety. This position is a Senior Parish position that reports directly to the Parish Pastor and dotted line reporting to the Director of Parish Operations.</p>	
<p>Type of Supervision Provided Direct supervisory responsibilities for the following:</p> <ul style="list-style-type: none"> • Children, Youth and Family Ministry staff • Faith Formation volunteer leaders 	
% Time	Duties and Tasks
30%	<p>Supervision and Management</p> <ul style="list-style-type: none"> • Supervises all Faith Formation staff (paid and volunteer staff) • Supervises all Faith Formation activities and programs • Initiates training of paid and volunteer staff • Evaluates staff performance • Develops and monitors budgets • Maintains necessary records
30%	<p>Development and Coordination of Activities & Liturgies (Parish & Notre Dame School)</p> <ul style="list-style-type: none"> • Leads the Faith Formation programs: establishing direction, developing existing programs, determining needs and planning for the future (includes designing, planning and implementation) • Oversees, facilitates and conducts activities and programs • Coordinates Faith Formation programs and events with other Parish programs and events • Provides direction and guidance to Notre Dame School religious education personnel to ensure continuity in curriculum, Sacramental activities and other religious initiatives • Monitors and evaluates activities and programs • Implements programs and activities on the direction of the Parish Pastor • Conducts needs assessment
20%	<p>Communication/Pastoral Liaison</p> <ul style="list-style-type: none"> • Initiates and attends pastoral team meetings regarding Faith Formation as needed. • Communicates and coordinates efforts with Parish Pastor • Communicates with and attends archdiocesan meetings and events as necessary
10%	<p>Mobilization of Resources</p> <ul style="list-style-type: none"> • Identifies needed resources (people, supplies, facilities etc.) • Develops plans for resource utilization • Activates resources as needed • Manages recruitment of catechists and volunteers
10%	<p>Quality and Safety Assurance</p> <ul style="list-style-type: none"> • Ensures compliance with all parish and archdiocesan safety standards • Evaluates all programs and activities to ensure quality and safety • Ensures compliance with all parish and archdiocesan curriculum and program standards • Performs other duties as required and requested by the Parish Pastor

Skills and Knowledge Requirement

- Strong spiritual leadership skills
- Strong interpersonal and supervisory skills
- Ability to manage many projects at one time
- Ability to think systematically, seeing the “big picture”
- Strong problem solving and planning skills
- Decisive in nature with a willingness to make difficult decisions
- Ability to work and lead teams
- Skills in finance and budget
- Skills identifying and calling forth ministry leaders.
- Strong counseling skills
- Effective oral and written communication skills
- Familiar with stages of faith development
- Good computer skills
- Bilingual (English/Spanish) a plus

Education/Training Requirements

- 3 - 7 years experience leading Faith Formation programs and activities
- Training in two or more of the following: RCIA, Children and Youth Ministries, Curriculum Development, Adult Education, Catechist Formation, Scripture, Liturgy
- Bachelor's degree; major in Theology/Religion Studies a plus
- Master's degree a plus
- A practicing Catholic who regularly attends mass at Notre Dame and lives within the geographical proximity of Notre Dame Parish

Hours of Work and Working Conditions

- Variable working hours with many evening and weekend commitments
- Some large time commitments for training, special liturgies and parish retreat activities

Salary range: \$32,000 – 40,000

The statements outlined in the position description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills that may be assigned by the immediate supervisor.