

ST. PAUL – RAMSEY

JOB DESCRIPTION - DIRECTOR OF FAITH FORMATION

The Parish Catechetical Leader has the responsibility for direction and formation of parish catechetical programs, as indicated below, in accordance with policies and guidelines of the Archdiocese of Newark. The Parish Catechetical Leader is a full member of the parish pastoral staff and participates in staff meetings.

QUALITIES AND SKILLS FOR EFFECTIVE MINISTRY AS A PARISH CATECHETICAL LEADER

FAITH FORMATION LEADER AS A PERSON OF FAITH

- Is an integrated person who communicates gospel values through daily living.
- Is a believing Christian, a person of prayer, and a practicing Catholic.
- Pursues continued growth in faith and spiritual direction.

FAITH FORMATION LEADER AS CATECHIST

- Has a solid background in theological studies and/or religious education, and continually seeks updating through courses, seminars, workshops, books, and periodicals.
- Has a broad understanding of Church in both its divine and human elements and characteristics, and helps others to grow in their understanding.
- Is able to provide information in faith, knowledge and growth in catechetical skills for catechists.
- Is someone who can help others to realize and fulfill their baptismal call.
- Has self-knowledge of strengths and weaknesses, and gives evidence and example of continuing personal growth.
- Has the skills required to select appropriate materials for use in catechetical programs.

FAITH FORMATION LEADER AS COMMUNITY BUILDER

- Demonstrates in interpersonal relationships with pastoral and catechetical staffs, parents and other parish groups.
- Has the capacity to work with various age levels; adult, youth and children.
- Possesses qualities including openness, empathy, pastoral discernment and the ability to empower others.
- Is able to handle conflict effectively, in the best interest of all concerned.

FAITH FORMATION LEADER AS ADMINISTRATOR

- Possesses personal characteristics of leadership, creativity and vision. Is a self-starter.
- Has good communication skills; oral and written.
- Is able to empower others and delegate authority where needed.
- Demonstrates organizational skills of planning, record keeping and budgeting.
- Demonstrates digital literacy and is willing to incorporate media and digital tools as far as they enrich catechesis.
- Has the ability to work toward implementation and periodic evaluation of goals and objectives.
- Is committed to implementing all policies and guidelines of the parish and archdiocese

GENERAL RESPONSIBILITIES FOR FAITH FORMATION

- Providing opportunities for catechesis for all members of the parish / lifelong faith formation
- Assisting with any programs of adult faith formation by providing support and resources to parish ministry leaders
- Oversees a program of family catechesis for Gr. 1-5 families and youth faith formation / ongoing catechesis for Gr. 1-5 children
 - Preparing and leading adult faith formation sessions for parents at monthly sessions while children are in classes
 - Directing and coordinating volunteers for a program of youth faith formation / ongoing catechesis for children
 - Supervising the Faith Formation Administrative Assistant to prepare materials for volunteers and families
 - Train volunteers for Children's Liturgy of the Word and help lead volunteer to coordinate schedule (currently includes 3 Masses every weekend from September-June)
- Oversees a program of youth faith formation / ongoing catechesis for Gr. 6-8 children
 - Directing the Gr. 6-8 Coordinator to provide catechetical sessions and additional events (prayer nights, service projects, fellowship nights, etc)
 - Collaborating with the Gr. 6-8 Coordinator to provide prayer experiences and adult faith formation for parents of children in Gr. 6-8 (Advent and Lent retreats, etc)
- Collaborating with the parish school principal to create faith formation opportunities for the school community
 - Assisting with retreats as needed

- The PCL will be a resource person for the parish school and should find ways to engage and support the school community (in-service for religion teachers, seasonal events, appropriate programs for parents, etc.)
- Oversees Sacramental Preparation (Reconciliation and Eucharist) for children and parents for both faith formation families and parish school families who are parishioners
 - Leading parent sessions for adult faith formation
 - Coordinating a program of sacramental preparation for children
 - Supervising the Faith Formation Administrative Assistant to prepare materials for volunteers and families
- Oversees Sacramental Preparation (Confirmation) for teens
 - Collaborating with Fiat Ventures on Confirmation program
 - Collaborating with Don Bosco High School as needed for any upperclassmen preparing for Confirmation
 - Assisting with recruitment of small group leaders and coordinating with parish calendar, facilities, and resources
- Supporting the RCIA process for adults and the RCIA process adapted for children
 - Connecting faith formation families with RCIA director
 - Being a resource person for RCIA director by providing resources and support
- Providing Spanish and bilingual support for Faith Formation programs
 - Collaborating with Spanish Ministry leaders and volunteers to provide communication and support for Spanish speaking parents of Gr. 1-9 children
 - Collaborating with Spanish Ministry leaders and volunteers to provide appropriate catechesis for children and parents
- Directing faith formation opportunities for children / adults with disabilities
- Directing faith formation opportunities for home schooling families
- Collaborating with youth ministry program
 - Intentional invitation to Gr. 6-8 children and parents to youth group events
 - Working with youth minister to have youth group leaders lead Gr. 6-8 events
- Supporting post-Baptism ministry / outreach
- The PCL will submit the budget for parish catechetical programs to the pastor and business manager. When approved, this budget shall be implemented by the PCL
- Other duties as assigned within the scope of Catechetical ministry

ADDITIONAL RESPONSIBILITIES FOR CATECHETICAL PROGRAMMING AND THOSE IN SUPPORT OF PARISH CATECHESIS

The PCL will:

- Recruit and train personnel for all Gr. 1-9 faith formation and sacrament preparation programs
- The PCL is responsible for supervising the Gr. 6-8 Coordinator and the Faith Formation Administrative Assistant
- Provide formation opportunities for catechist certification in methodology, theology, and spirituality
- Choose and direct the curriculum of study to be used in the parish programs in collaboration with the catechetical staff and other appropriate staff members, following Archdiocesan guidelines
- Work with the parish staff, liturgy committee, and catechists to develop liturgies and prayer services for the various groups with which they work, including 1st Reconciliation, 1st Communion, and Confirmation liturgies
- Oversees administrative tasks such as preparing supplies, record keeping, and other clerical tasks which enable the programs to function efficiently
- Research new catechetical programs for use in the parish
- Incorporate remote and/or digital platforms in catechetical programming
- Provide effective communication with parents and catechists through Flocknote
- Meet individually with new families to welcome, engage, and open dialogue for ongoing faith formation and support
- Be the liaison between the Archdiocesan Catechetical Office and the parish pastoral and catechetical staffs
- The PCL will work with parish school personnel and catechetical staff to coordinate the sacramental programs and celebrations of sacraments for school age children.

EXPECTATIONS

- The PCL is expected to attend Archdiocesan meetings or activities for Parish Catechetical Leaders, such as “The Gathering,” “The Forum,” the Convocation and county PCL meetings.
- The PCL is encouraged to participate in other archdiocesan meetings, conferences, and events sponsored by the Catechetical Office or other Offices of the Archdioceses as the job description warrants.

- The PCL is expected to be a person of faith and give witness to the faith by the life she or he lives. The PCL will take time to develop her/his own prayer life. She/he will continue to develop needed skills (catechetical, theological, managerial, etc.) by enrolling in university courses or by attending seminars and workshops designed for professional development.
- The PCL will at all times abide by the “Archdiocese of Newark’s Policies on Professional and Ministerial Conduct”.
- The PCL will maintain a safe environment for children and youth in accord with the guidelines of the Office of Youth Protection of the Archdiocese of Newark

ACCOUNTABILITY

- The PCL shall be responsible to the pastor
- Since the pastor is the religious leader of the parish, the PCL will inform him of the programs and their development
- The PCL shall participate in meetings of the parish pastoral staff, as well as the parish pastoral and finance councils as needed

EVALUATION

- The pastor should evaluate the performance of the PCL at least once a year. The evaluation should be based upon the PCL’s execution of the tasks and duties stated above.