Position: Director of Faith Formation (Parish Catechetical Leader)

Location: Our Lady of the Blessed Sacrament Parish, Roseland, NJ

Repots to: Pastor

Status: Part time

Classification: Exempt

General Description:

The Director of Faith Formation (PCL) has the responsibility for directing the parish catechetical program, as indicated below, in accordance with policies and guidelines of the Archdioceses of Newark. The parish program educates grades k-9, with one hundred and seventy-five in seat students and 30 homeschooled. Additional information about the parish is available on the parish website (olbs.org).

Specific Duties:

Organizes, schedules, and oversees the religious education program

Order textbooks, teaching materials and resources for the program

Recruit, train, and supervise volunteer catechists

Direct the sacramental program (First Reconciliation/Eucharist and Confirmation)

Attends Archdiocesan meetings and activities through the Catechetical Office

Comply with the “Archdiocese of Newark’s Policies on Professional and Ministerial Conduct”

Education/Experience:

Religious Education experience or teaching experience

Proven participation and continuing updating of the Safe Environment Program sponsored through the Archdiocese

Experience in religious education ministry in a Catholic parish

Qualification/Skills:

Demonstrates capability to carry out administrative duties in a timely fashion

Participates in on-going formation and educational opportunities in catechetical ministry

Must be an active member, in good standing, of the Roman Catholic Church

Physical Demands:

The physical demands representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

How to Apply:

Send letter and resume to Monsignor Christopher J. Hynes, Pastor, at msgr.chris@olbs.org