

Position: Director of Faith Formation

Location: St. Peter the Apostle, River Edge, NJ

Reports To: Fr. AJ DeSilva, Pastor

Status: Full Time

Classification: Exempt

General Description

The Director of Faith Formation is a pastoral and ministerial position, responsible for the parish catechetical program in accordance with the directives of the Archdiocese of Newark. The Director of Faith Formation collaborates with the Pastor and other members of the parish staff to guide children and families to living an active faith as followers of Jesus Christ.

Specific Duties and Responsibilities

- Parish Catechetical Leader
 - Plan curriculum for children in grades 1-6, ensuring compliance with Archdiocesan guidelines.
 - Recruit dedicated and qualified catechists and volunteers and provide formation opportunities throughout the year. Ensure that catechists see this ministry as part of their own spiritual journey.
 - Provide opportunities for families to celebrate the liturgical year. Ensure faith formation is centered in the events of church life such as liturgy, sacraments, and scripture.
 - Lead parent meetings with Pastor and other staff members.
 - Maintain all communication with families, with special care for those facing difficulties in the spirit of Christian discipleship
 - Manage budget and expenses for all faith formation programs
 - Act as supervisor to the Faith Formation Program Coordinator
 - Participate in all staff meetings and other meetings as required by the Pastor.
 - Act in accordance with Archdiocesan Catechetical guidelines, communicating with the Archdiocese Catechetical Office and attending events, county meetings, and professional development opportunities.
- Family Faith Formation
 - Oversee, plan, and lead a program of family catechesis for the families of children in grades 1-6, as appropriate for varying age levels, in collaboration with the Faith Formation Program Coordinator and Notre Dame ECHO Apprentice.
 - Direct and coordinate all volunteers and catechists
 - Coordinate Liturgy of the Word with Children, training and directing volunteers
 - Provide opportunities throughout the year for parents to grow in their faith and understand their role as the primary catechist of their children, ensuring families to journey in faith together.

- Sacramental Preparation for First Reconciliation and First Eucharist
 - Coordinate home preparation for each Sacrament. Review and confirm all returned work.
 - Plan and lead parent meeting for each Sacrament in collaboration with the Pastor.
 - Plan and lead retreat for each Sacrament.
 - Coordinate Sacrament celebrations.
- Middle School Faith Formation and Sacramental Preparation for Confirmation
 - Work in partnership with the coordinator of Middle School Faith Formation and Confirmation to plan catechetical sessions, prayer experiences, and other events.
 - Recruit and coordinate small group leaders and volunteers
 - Coordinate Confirmation celebration
- Other duties as assigned.

Qualifications and Skills

- The candidate must be a faith-filled, practicing Catholic and have a solid knowledge of the Church and her teachings
- The candidate must have excellent communication and organizational skills, a proven ability to maintain confidentiality, digital literacy in Microsoft Office, Google Suite, teleconferencing and other digital tools employed in catechetical ministry as required.

Education and Experience

- At least a bachelor's degree in Theology, Catechetics, or Religious Education is preferred.
- Experience in parish catechetics or a related pastoral ministry is preferred.

Physical Demands

The physical demands are 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 the essential functions.

About the Employer

In faithful stewardship to the mission of Jesus Christ, St. Peter the Apostle Parish commits itself to proclaiming the Gospel, celebrating the liturgy of joy and thanksgiving, building a welcoming community, serving the needs of our neighbors with special care for the poor and marginalized, and reaching out, inviting all to share this journey with us.