



St. Rita Catholic Community
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JOB TITLE: Director of Faith Formation & Education
EFFECTIVE DATE: Summer 2017
SERVICE DEPARTMENT: Faith Formation
SUPERVISED BY: Pastoral Administrator and/or Parish Administrator
DIRECTLY SUPERVISES: Staff of the Religious Education, Youth Ministry & R.C.I.A.
STATUS: Exempt
SALARY: As indicated under separate cover letter

Job Description

Primary Function:

This position reports directly to the Pastor, the main catechist of the Parish. The Director of Faith Formation and Education is a ministerial position with the expectation of collegial and collaborative working relationship with members of the pastoral staff and school, volunteer organizations and their leaders, parishioners, and diocesan personnel, within a diverse cultural and language setting. Beyond getting the "job" done, the approach at St. Rita is that we serve our Lord from the perspective of the discerned good of the community through the sharing of our gifts in ministry and service. The Director of Faith Formation and Education is called to be first and foremost a person of Faith, supportive of the teachings of the Catholic Church, whose every effort should be directed to furthering the ultimate mission of our parish to "witness to Christ's presence in the world and to respond to the challenge of the Gospel message" (St. Rita Mission Statement). From this understanding the following job description flows.

Essential Duties and Responsibilities

The Director has overall responsibility for the parish catechetical formation for children, youth, and adults in accordance with policy, plans, programs, precedents, and procedures established or approved by the Pastor/Pastoral Administrator and designated Councils of the parish. The Director of Faith Formation & Education leads a Faith Formation Team. This position reports to the Pastor/Pastoral Administrator. The Director of Faith Formation and Education shall:

- Serves as a member of the parish staff and Departmental Head team. Participates in decision-making regarding total parish direction and activities for faith formation and catechesis, including discussions with the school regarding its catechetical approaches.

- Serves as the primary catechist for the Rite of Christian Initiation of Adults (RCIA)
- Is directly responsible for the supervision of the Religious Education Program and shall
 - Supervise and evaluate the ministry effectiveness of:
 - The Director or Coordinator of Children Faith Formation Program
 - The Director or Coordinator of Youth Ministry
 - The office support staff for the Children Faith Formation Program, Youth Ministry, and R.C.I.A.
 - The volunteers for the Children Faith Formation Program, Youth Ministry, and R.C.I.A.
 - The leadership of adult Faith Formation Groups
- Leads the Faith Formation Team
- Develops, articulates, and administers a vision and direction for the parish Catechetical program.
- Provides leadership to assist the parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach.
- Manages the Faith Formation Department's budget.
- Is responsible for creating ways that encourages all catechist and youth leaders to have basic certification.
- With Regards to the Diocesan Safe Environment Process
 - Is responsible for working collaboratively with the Parish Safety Director in promoting the Diocesan Process among catechists.
 - Is responsible for assisting with compliance thereof among catechists.
 - Is responsible for ensuring the teaching of the Virtus Training in the Religious Education and Youth Ministry Programs for children & youth.
- Approves and coordinates the various curricula for preschool through high school, working collaboratively with the staff of the Children Faith Formation program and Youth Ministry offices, including providing resources (audio/visual textbooks and liturgy materials).
- Works collaboratively with the Pastor and the Director of Music and Choirs in coordinating liturgical and sacramental functions (Baptism, Confirmation, Eucharist, Reconciliation and RCIA).
- Develops individualized programs for parishioners with special religious education needs.
- Cooperates with faith formation leaders of the Diocese and other local parishes in developing and maintaining training and certification for catechists.
- Contribute to creating an attitude of hospitality and volunteerism in the parish, including recruiting, training, providing orientation and formation for Catechists and volunteer office support staff.
- Work collaboratively with staff and volunteers with regards to special surveys and long-range studies of parish data that will assist the Pastor and parish officials in their planning activity, including conducting catechetical needs assessments in the parish.
- Maintains spiritual influence and presence in overall administrative & ministerial activities of the parish.
- Communicates with participants, parents and the parish at large to keep them informed of R.E. efforts.

- Maintains relationships with the Pastor, other parish staff members and ministry leaders, Councils, and Diocesan Office of Religious Education.

Other Duties:

- Acts as an advocate within the parish for children and their families.
- Collates evaluation information and gives feedback to the appropriate groups (parish councils, parish staff and participants).
- Prepares a yearly calendar of events prior to program start-up.
- Communicates calendar events to parents and parish staff.
- Maintains R.E. records (registration fees and attendance records).
- Attend annual retreat, monthly staff meetings, departmental head meetings, and Diocesan catechetical/educational days and retreats
- Other duties which may from time to time be reasonably assigned at St. Rita Catholic Community