

## **DIOCESE OF FALL RIVER**

Saint Mary's Parish, Norton

**JOB TITLE:** Director of Faith Formation

**REPORTS TO:** Pastor

**HOURS:** 30 hours per week

**PERSONNEL SUPERVISED:** Volunteer catechists

The Director of Faith Formation is the person who plans, integrates, implements, oversees, and evaluates the Faith Formation Program. The primary focus is on evangelizing and catechizing children (grades 1-9) and their families.

### **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO**

1. Serves as a member of the parish staff and administration team. Attends all staff meetings, Diocesan DRE meetings, Faith Formation team meetings, prayer days and educational days.
2. Responsible for the development/scheduling of catechetical programs and approval of curriculum for various age levels of the parish, grade one through adults according to the Faith formation Guidelines of the Diocese of Fall River, including Sacramental preparation for First Penance, First Holy Communion, and Confirmation.
3. Use media and technology for effective program communication and evangelization.
4. Obtain approval and support from the Pastor for the general direction of the faith formation of the parish, and keeps the Pastor and Deacon informed regarding the faith formation programs.
5. Coordinates with the Deacon on all catechetical liturgical celebrations including confirmation, first communion, first penance etc.
6. Prepare and administer the operating budget of the faith formation programs according to the policies established by the parish. Purchasing and stocking catechetical materials.
7. Provide for the recruitment and training of catechists, and to support and encourage opportunities for catechist certification as specified by the Diocese.
8. Responsible for Safe Environment compliance of all parish staff, parish affiliated organizations, catechists, volunteers (adults and teens) and inclusion of keeping children's safe curriculum for children's and teens within their catechetical programs.
9. Conducts regular evaluations of effectiveness of catechetical staff, including catechists, volunteers, Faith Formation and Sacramental preparation programs for grades one-adult formation.
10. Continue personal growth in faith and professional advancement through meeting attendance, conventions, and workshops concerning faith formation and reading of current material.
11. Ensure appropriate sacramental records are properly maintained according to Diocesan and Canonical guidelines, as well as files for the staff, catechists, and volunteers.

## **QUALIFICATIONS**

### Required Knowledge and Skills:

Practicing Catholic, weekly Mass attendance, faithful to the Magisterium teachings of the church.

Successful completion of the Diocesan Safe Environment process.

Excellent communication/presentation skills combined with knowledge of catechetical teaching methodology in accordance with Magisterial Documents on Catechesis.

Computer skills, including Microsoft Office Suite (Word, Excel, Power Point, Outlook), Google Suite of products, and knowledge of Gabriel a plus.

Demonstrated competence in theology, catechetics, program coordination, catechist development, and application of age appropriated teaching methods, communication, administration, facilitation, research, and supervision.

Ability to work evenings and weekends as program requires.

Knowledge of administrative tasks and sacramental paperwork required by the Diocese of Fall River.

Ability to communicate in a timely fashion and work cooperatively with parish staff and parish organizations.

### **Education, Training, and/or Experience:**

BA in Theology/Faith Formation, Catechesis, Faith formation or related field preferred, but not required.

Successful parish experience coordinating a total parish faith formation program and demonstrated competence in theology and catechetics. Knowledge of EDGE a plus.

Salary commensurate with experience.

We are currently hiring a Director of Faith Formation to operate a faith formation program of approximately 350 students, Children's Liturgy of the Word, and Adult Formation. Interested applicants should submit a cover letter, resume, and recommendations to Fr. Timothy Reis.

Email: [ftimreis@gmail.com](mailto:ftimreis@gmail.com) ; Parish Phone: 508-285-4462; Mail: One Power Street, Norton, MA 02766.