

DIOCESE OF HELENA – St. Francis of Assisi Parish, Series 631 LLC

**Job Title: Director of Faith Formation & Baptism
Coordinator**
Department: Faith Formation
Reports To: Pastor
FLSA Status: 30 hours, Exempt, benefit eligible

Prepared By: Nancy Bevins
Prepared Date: 05/29/2025

Mission Statement 2024

Saint Francis of Assisi Parish, with Saint Philip Benizi mission, is a Roman Catholic Parish that serves Christ the King, under the protection of the Blessed Virgin Mary through the intercession of the Communion of Saints. We are in union with the Roman Pontiff and obedient to the Bishop of Helena adhering to the fullness of Catholic teaching. Everyone is welcome, but not everything goes; we stand by Catholic principles.

I. POSITION GOAL

Responsible for Faith Formation programs for children, youth, adults, and families at St. Francis of Assisi Parish with St. Philip Benizi Mission. These programs include the following: Baptism preparation for families; Religious Education K-12 ; Preparation for First Reconciliation and First Communion; occasional supplemental children's formation activities; Confirmation; oversee Weekly Bible Study; monthly Men's and Women's Spirituality Groups; occasional supplemental adult formation activities; RCIA / OCIA invitation, welcome, and formation process; and future Vacation Bible School. Faith Formation at St. Francis of Assisi is rooted in the Catechism of the Catholic Church and draws inspiration from sources approved by the Pastor.

II. RESPONSIBILITIES

1. Administration

- Meets with Parish Pastor on a regular basis.
- Work collaboratively with the Pastor, Pastoral Team, lay leaders and parishioners, attend and participate in regular Leadership Team, Evangelization and Discipleship Team meetings.
- Consult with Pastor regarding curriculum and liturgies.
- Create and review curriculum and program plans for grades Pre-K up to middle school.
- Ensure and review curriculum and program plans for high school grades.
- Maintain complete family records for registration and attendance in the Camino database in coordination with the Business Manager.
- Maintain written sacramental records as required.
- File and distribute all pertinent material to registered families.
- Prepare and monitor a yearly calendar.

- Set and monitor specific program goals.
- Attend parish staff meetings and deanery meetings.
- Ensure compliance with Safe Environment Training (VIRTUS).
- Complete and submit accurate expense reports.
- Accept additional duties as needed.

2. Program Leadership

- Supervise, recruit, schedule and coordinate catechist teachers, assistants and volunteers across faith formation programs.
- Train catechist teachers, assistants, and volunteers with support with personal knowledge, resources, and pertinent materials.
- Handle the paperwork for Fr. David who will direct the OCIA / RCIA program; establish and work with trained RCIA team of volunteers; and select, prepare, and organize guest speakers, if instructed.
- Inform and direct families to the Baptism preparation programs as assigned by the Pastor. Ensure that families are included, informed, and engaged as their child grows.
- Provide guidance to the Catechists who teach preparation for First Reconciliation, First Communion, and Confirmation including other staff, volunteers, and parents.
- Oversee and support Scripture Study.
- Explore the creation of a Middle School Youth Program and associated curriculum, outings, service projects.
- Maintain a positive relationship with the Diocesan Office of Youth and Young Adult Ministry to offer opportunities for parish youth to participate in diocesan-wide programs such as the High School Justice Outreach Project.
- Create, promote, and facilitate Family Ministry opportunities

3. Publicize and communicate

- Creates and presents for multimedia (video, podcast, social media) various faith formation topics, issues and experiences for a broader audience in cooperation with the Pastor and Director of Communication which is currently the Business Manager.
- Prepare/publish/distribute literature for Faith Formation programs.
- Promote Faith Formation awareness utilizing the parish website, e-bulletin, announcements, letters to parents, group texts, etc., in cooperation with the Director of Communication.
- Uses Camino parish database tools.

4. Promote parish community building

- Be proactive in assisting families to engage in parish activities.
- Be a regular presence at Masses and other parish events to facilitate in person communication with parishioners about formation opportunities.
- Collaborate with other staff members as needed on intergenerational community events and projects.
- As appropriate, operate formation programs (such as RCIA) on a year-round calendar.

5. Diocesan and Deanery “at large” participation

- Keep abreast of new resources, curricula, educational philosophy.
- Network with lay and ordained ministers as well as the Office of Youth and Young Adult Ministry.

III. QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and /or abilities required.

- Practicing Catholic with educational or experiential background in faith formation across all ages.
- 2 years direct teaching experience Or equivalent with youth/young adults and ability to creatively instruct students of all ages using innovative and inspirational methods.
- Experience in curriculum assessment – ability to design, implement, and troubleshoot dynamic curriculum.
- Must have supervisory experience. (position supervises catechesis teachers, assistants, and multiple volunteers).
- Communications skills - Ability to communicate effectively and to establish effective working relationships with volunteer catechists and youth ministers and convey a genuine concern for their needs. Provides public presentations as necessary.
- Have a positive and empathetic attitude, and excellent people skills
- Must be accessible, responsive and flexible to handle the changing needs of the church.
- Strong clerical, computer and organizational skills.
- Effective verbal, writing, editorial and publishing skills.
- Experience with Google Calendar and Microsoft Office Suite.

IV. PHYSICAL and JOB DEMANDS

The physical demands and work environment described here 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.

- Able to lift 20 pounds and able to walk up two flights of stairs
- The Director of Faith Formation is occasionally required to walk, stoop, kneel, or crouch
- Must comply with a background check and VIRTUS training
- Local and regional travel may be required

V. COMPETENCIES

Better Health

We develop ourselves and others by continually improving health through all aspects of physical and mental well-being.

Service

We are committed to customer service excellence. We are attentive to detail and accuracy and we look for improvements continuously. We monitor quality levels, find root cause of quality problems, and own/act on quality problems.

Collaboration

We work well with others and display team-oriented behaviors in all our interactions; we actively work to create a win-win environment, and we treat customers and other partners with respect.

Innovation

We generate new ideas and challenge the status quo. We support change, solve problems creatively, and encourage creativity in others.

Caring

We actively demonstrate concern for others, and we show respect for our customers, coworkers, and business partners.

Integrity

We deal with others in a straightforward and honest manner. We are accountable for our actions; we maintain confidentiality, and we behave in a manner consistent with the company's Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Quality

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- *Protecting God's Children Training and Virtus on-line training*

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position functions in an office environment or classroom with a controlled atmosphere building. The noise level in the work environment is usually moderate.

VI. DIOCESAN COMPLIANCE

St. Francis of Assisi is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodation.

Employee Signature: _____ Date: _____

**Fr. David Severson, Pastor, or
Nancy Bevins, Parish Business Manager at Nancy@StFrancisHamilton.org**

call the parish office at 406-363-1385.

Conditions of Employment

- Must pass a pre-employment criminal background check.
- A resume is required for hiring. Please submit your resume by contacting: