

Director of Family Faith Formation

Job Description
Full Time

POSITION SUMMARY:

The Director of Family Faith Formation is a full-time employee of the parishes of Sacred Heart and Divine Mercy & The Mission of Saint Bernadette. The Director focuses on the process of accompanying children in grades K-6 through a weekly Sunday family faith formation program that is based on the proclamation of the gospel at the Sunday liturgy and its relation to the four pillars of the Catholic faith. The Director also focuses on the process of preparing children for celebrating the Sacraments of Penance and Eucharist.

ANNUAL SALARY: \$50,000

ESSENTIAL DUTIES AND RESPONSIBILITIES: Position requirements will include, but not be limited to the following:

- Accompany families on the journey of faith using the National Directory for Catechesis (NDC) and Diocesan guidelines and according to the needs of the parish.
- Coordinate all family faith formation activities for both parishes:
 - Sunday sessions and related activities (e.g., altar serving, Sandwich making, *Totus Tuus* Summer Program, Christmas Pageant, Easter Sweets and Treats, etc.).
- Coordinate all sacramental preparation and celebrations for the Sacraments of Penance and Eucharist
 - Workshops, liturgies, etc.
- Coordinate the recruitment, training, supporting, and evaluating of volunteers in the faith formation program.
 - Requisite formation and safe environment training.
- Collaborate and coordinate with parish programs: Baptism preparation, music ministry, youth ministry, Confirmation preparation, etc. as needed.
- Perform duties of administration:
 - Creation and management of an annual budget.
 - Keeping organized records.
 - Knowledgeable use of technology and equipment.
 - Management of communication between the parishes and families (bulletin, website, announcements, social media, Remind, etc.).
- Participation and leadership at parish council and staff meetings.
- Serve as a resource person to staff on issues related to family faith formation initiatives and activities.
- Selection and ordering of materials.
- Pursuit of further education and professional development, including participation in diocesan meetings, workshops and conferences.
- Direction of other services as directed by Pastor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, namely, understand and teach the Catholic faith. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

- Be a practicing Roman Catholic in good standing. He/she should strive to always be a person of faith, giving witness through example, prayer, and study.
- Possess related education/formation/training background.
- Live in or near the PCA boundaries, due to the nature of the job requirements.
- Be a strong and proficient communicator with suitable administrative skills and strong interpersonal skills.
- Be able to work weekends.
- Must have current Safe Environment training or needs to attend the required initial Safe Environment training within 60 days of employment.

EDUCATION AND/OR EXPERIENCE: Degree in Theology or equivalent and/or education preferred. Diocese of Syracuse training (e.g., Formation for Ministry in youth ministry) preferred.

OTHER SKILLS AND ABILITIES: Must be able to establish an effective working relationship with staff, families (children and parents), volunteers, and the general public. Includes meeting with parents and leading faith formation with them present. Must be present during family faith formation sessions and other parish family events. Proficient in technology, including audio, visual, and computers. Software includes parish census program (OSV), Google platforms, Microsoft Excel, Word, and Outlook for parish communication and record keeping.

APPLICATION: Interested and qualified candidates should email any questions as well as a resume and statement of interest to the pastor, Father Seibt (cseibt@syrдио.org).

Approved: _____
Employee Date

Supervisor Date