

JOB DESCRIPTION

Position Title: Director/Coordinator of Religious Education/Faith Formation

Supervisor's Title: Pastor

Status: Exempt

Approval Date: _____

Job Summary:

Leadership, administration, coordination, and education and/or enhancement programs for the faith formation of youth, young adult and adult in relationship to the vision of the Second Vatican Council. Manages sacrament preparation and works with pastor for sacramental liturgies.

Knowledge, Skills, & Abilities:

K: Knowledge

1. Eligible for Advanced Religious Education Certification with the Archdiocese of Milwaukee.
2. Working knowledge in MS Office products.
3. Valid driver's license for the State of Wisconsin preferred.
4. Active Catholic able to participate in the sacramental life of the Church.
5. Bilingual Spanish/ English preferred/required.

In addition to the respective position title:

Director of Religious Education/Faith Formation:

6. BA in Theology/Religious Education or an educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning required.
7. Master's degree in divinity, theology, or education related preferred.
8. Two years' or more experience in a parish or Catholic school setting as a teacher/administrator/catechist required.
9. Education or experience in training, delegation, empowering and supervision preferred/required.

Coordinator of Religious Education/Faith Formation:

6. BA in Theology/Education/Psychology/Social Work or an educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning preferred.
7. Two years' or more experience in a parish or Catholic school setting as a teacher/administrator/catechist required.
8. Education or experience in training, delegation, and empowering preferred/required.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Strong presentation skills.

A: Abilities

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

Duties and Responsibilities:

Administrative Responsibilities

- Directs the operation of the respective direct reports, e.g., schedules, supervises, and evaluates staff.
- Coordinates and provides initial and ongoing formation of ministries in the area of catechesis and evangelization.
 - Recruit (new and existing), screen, train, enrich, and recognize catechists and volunteers.

- Ensures catechists are certified according to the Archdiocese of Milwaukee guidelines.
- Meets regularly with catechist and volunteer teams, e.g., spiritual formation/training workshops, retreats, evenings of prayer, meetings, and rehearsals.
- Have a written catechist and volunteer schedule with backups.
- Budget and expenses:
 - Prepares annual budget.
 - Monthly monitor expenses and revenues.
 - Authorizes respective expenditures within the approved budget.
- Attends staff meetings. Attends other meetings at the request of the Pastor/Parish Administrator/supervisor.
- Acts as a resource (not member) for Pastoral Council, Formation Committee, and the Board of Education/Education Committee.

Faith Formation:

Collaboration & Engagement:

- Collaborates with the Pastor/Priest to manifest the vision for catechetical and sacramental life of the parish.
- Fosters parishioner participation in faith formation, evangelization, and stewardship.
- Provides opportunities for parent engagement and dialog to strengthen their role as faith leaders in their child's life and to the community at large.
- Provides opportunities for youth and/or young faith formation education, adult gatherings, prayer experiences, social events, retreats and community engagement.
- Provides programs and faith building activities for parishioners in all stages of family life, e.g., marriage preparation, family life, support for the separated, divorced, widowed, and remarried.
- Forms, develops, and taps into advisory faith formation committees to gain feedback on the faith formation experience for continuous improvement.

Programs:

- Directs faith formation programs from child to adults, e.g., faith formation and sacramental preparation programs (initiation for children, infant baptismal preparation, first reconciliation, first Eucharist, Confirmation, RCIA, family/special needs catechesis, etc.).
- Implements the policies of the Archdiocese of Milwaukee for catechesis, evangelization, and stewardship.
- Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines.
- Maintains accurate records in a timely basis, e.g., attendance, sacrament, etc.
- Provides continued support for new and existing catechists by being present before, during, and after classes.
- Assures supervision of minors while on parish/school grounds for catechetical activities.
- Effectively manages student behavior and works with parents.
- Plan and coordinate practice(s)/rehearsals.
- Ensures copyright and licensing requirement permissions.
- Orders and maintains inventory faith formation materials and supplies.

Evangelization

- Welcomes, educates, spiritually enriches and grows the parish community via new and existing programs.
- Create, design, and implement a Welcome/Welcome Back plan for new, passive, or inactive parishioners.
- Responds to inquiries of those interested in the Catholic faith.
- Oversee new parishioner registration process.

- Develops and implements opportunities of engagement for new, passive, or inactive parishioners. This involves tapping into other parish programs and creating opportunities of connection for new comers.
- Promotes evangelization programs and educational opportunities for parish evangelists and evangelization committee.

Communications:

- Serves as a link for parishioners, parents, parish and school staff, and catechist/volunteers regarding faith formation.
- Schedules events and respective calendars.
- Create a dynamic image through parish communication vehicles.
- Create media releases and develop social media programs that engage and encourage involvement.

Other:

- Works with employees in the area of liturgy and music for liturgical celebrations and to integration into the Saturday/Sunday Masses.
- Collaborates with the principal to be present and united with parish catechesis.
- Visibly engaged at principle parish events.
- Fosters positive public relations in and outside the parish/school.
- Creates operating procedures for each aspect of the position.
- Attends respective Archdiocesan and Deanery workshops/programs, as needed.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nature of Supervision Received:

Identify the degree of supervision the job will receive and/or give, e.g., minimum, moderate or none.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and/or school and direction from the supervisor and/or Pastor. List the financial responsibilities, e.g., staying within budget.

Number of Employees Supervised:

Input a range of employees to supervise and note if there are in the same location or if in various locations.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____