

Job Title: Director, Faith Formation

Reports To: Vicar General

Location: Pastoral Center

FLSA Status: Exempt

Direct Reports: Administrative Assistant (p/t)

Prepared By: Peter D. Schmidt

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Position Summary:

The Director, Faith Formation is responsible to develop and direct faith formation programs through catechesis and evangelization in the Diocesan community.

Primary Duties and Responsibilities:

- Represents the Bishop in articulating and facilitating the implementation of the Diocesan catechetical mission.
- Advocates for quality catechetics on the Diocesan and parish levels.
- Promotes lifelong faith formation as part of the essential mission of each parish.
- Prepares and monitors department budget.
- Develops "best practice" catechetical guidelines, trainings and workshop models for use throughout the Diocese.
- Works in a collaborative manner with other Diocesan departments, especially youth ministry, pastoral ministries, Catholic schools and Latino ministry.
- Sets appropriate goals, develops short and long range strategies and schedules for accomplishment.
- Act as a resource to parish catechetical leaders.
- Establishes and maintains a working relationship with parish catechetical leaders to assist in attainment of mission.
- Represents the Diocese as a participating member of New England Conference of Diocesan Directors of Religious Education (NECDDRE) and other appropriate councils/committees.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Management Skills- Proven track record of collaborative management skills and the ability to work effectively with a variety of groups and individuals. Includes staff in planning, decision-making; Makes self available to staff; Provides regular performance feedback; Encourages staff's skill and growth development.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Displays leadership skills by demonstrating pro active, self-starter approach to duties. Has strategic vision mindset; Leads by example.

Confidentiality - Individual must maintain confidentiality at all times.

Decision Making Skills/Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. An individual must be able to perform the essential functions of the position either with or without reasonable accommodations.

Education/Experience: Master's Degree in Theology, Religious Education or its equivalent and a minimum of ten (10) years of related experience in a leadership role. Prior experience working with the Latino population would be helpful.

Religious Requirement: Must be an individual who possesses an extensive understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and Church hierarchy.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with Diocesan policies and applicable laws. Must have the ability to work collaboratively. Responsibilities include: planning, assigning, and directing work; appraising performance; rewarding and disciplining employees as appropriate; addressing complaints and resolving problems.

Work Environment:

The noise level in the work environment is usually moderate and consistent with a general office work setting.

Physical Demands:

The physical demands of this position are consistent with a general office work setting. Some travel to meetings outside the office may be required. Weekend/evening hours will be required.

General Sign-Off: I have received a copy of this job description.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____