

**St. Francis of Assisi Parish
Sacramento, CA**

Director of Faith Formation

Job Description

Reports to: Pastor

Status: Full Time

Job Summary: Under the direction of the Pastor, the Director of Faith Formation administers a comprehensive program of Faith Formation for children in Pre-Kindergarten through adults. The Director of Faith Formation is responsible for building catechetical teams to implement all aspects of Faith Formation for children and adults, including sacramental preparation, recruitment and training of catechists, and curriculum. The Director of Faith Formation works collaboratively with the parish Director of Liturgy and the Principal and staff of St. Francis of Assisi Elementary School on faith formation activities.

Responsibilities:

A. Development and coordination of the following programs:

- Faith Formation for Children
- RCIA, including an adaptation for children and adolescents
- Sacramental Preparation (children and their parents) for Baptism of Children, First Eucharist, First Reconciliation and Confirmation
- Middle School Youth Ministry
- High School Youth Ministry
- Ministry with Young Adults
- Faith Formation for Adults

B. Implementation of the catechetical process for the parish

- Develops and monitors short- and long-range catechetical goals for the parish
- Recruits, trains, supervises, and evaluates a large catechetical team of volunteers
- Evaluates, selects and obtains curriculum for all levels, including mandatory diocesan Circle of Grace curriculum for children
- Develops and monitors the parish faith formation budget
- Implements mandatory diocesan Safe Environment procedures and practices for all adults working with children (fingerprinting and Shield the Vulnerable training)
- Provides support and resources to parents or primary caregivers in the religious formation of their children
- Maintains accurate records of class registrants, including collecting, posting and handling of fees and income
- Maintains up-to-date and accurate records of catechists
- Maintains all necessary sacramental records
- Prepares the annual calendar for all faith formation programs

C. Communication

- Participates in regularly scheduled parish staff meetings
- Provides program information in a timely manner to students, parents, catechists, and parishioners
- Represents the parish and its programs in a positive and professional manner
- Participates in diocesan trainings

MINIMUM QUALIFICATIONS:

The Director of Faith Formation will be an actively practicing Catholic.

Education:

- B.A. in a related field with M.A. desirable
- Basic Catechist Certification required; Master Catechist Certification preferred

Experience:

- At least two years of experience with a parish faith formation program; administrative experience preferable

Skills/Knowledge:

- Good working knowledge of national Catholic catechetical standards and foundational documents, including the RCIA
- High level of initiative and solid judgment
- A strong pastoral approach
- Excellent organizational skills
- Ability to work independently and collaboratively with a team
- Ability to interact positively with children, teens, parents, volunteers, parish leadership and clergy
- Ability to handle a variety of tasks simultaneously
- Effective written and oral communication skills
- Up-do-date computer skills
- Ability to work week-ends and some evenings