



Date: May 20, 2019

Position Description

Position Title: Director of Lifelong Faith Formation

FLSA: Exempt, Learned Professional

Reports to: Pastor

Receives work direction from: Pastor

Supervises: Faith Formation staff

Resource person to: Staff, volunteers, and students

This position is: Full time with benefits, 40+ hours per week, 12 months

Purpose of Position: The new position of Director for Lifelong Formation will set the strategic and comprehensive direction to support lifelong learning from pre-school through adults for our parish members. The Director is responsible to build on the strengths of existing ministries while also envisioning, adapting, and implementing any alternative models or programs that will serve the ministerial needs of St. Timothy's.

Specific Responsibilities:

- Assume responsibility for development, implementation, and administration of a comprehensive plan for Lifelong Faith Formation. Develop a consistent catechetical vision and age appropriate training protocols for staff and catechists in all areas of lifelong faith formation.
- Supervise all faith formation staff including daily feedback, professional development and annual evaluation. Productively address any areas of concern and conflict.
- Build relationships with students, parents, adults, catechists, youth leaders, and other volunteers to encourage passion and growth in their faith. Encourage and inspire these individuals to bring forth their gifts and talents within a team approach to their ministry.
- Responsible for implementation and on-site management of the elementary age faith formation program, requiring approximately 21 Tuesday evenings during the school year.
- Envision, create, and implement annual summer VBS program.

- Coordinate programs and supervise staff and/or catechists for Sunday morning preschool program and Sunday morning Children's Liturgy of the Word. Does not require regular on-site presence for these programs.
- Envision and implement Family Home ministry for families who choose elementary faith formation at-home. Will require monthly Sunday evenings seven times during the school year.
- Manage Early Catholic Family Life ministry twice a year.
- Develop adult faith formation opportunities. Work within existing adult faith formation structures and adapt alternative approaches through collaboration with leadership.
- Supervise sacramental preparation staff and create consistent vision and practice of sacramental preparation throughout the whole of the program.
- Work with the existing Youth Advisory Group to evolve into the Faith Formation Advisory Committee, which will advise and support the Director and staff in the full range of lifelong faith formation ministries.
- Establish a model for regularly envisioning and evaluating the effectiveness of all areas of the faith formation ministry.
- Evaluate and routinely report on the catechetical efforts of the parish to the Pastor, staff, Faith Formation, and Parish Pastoral Council.
- Collaborate with staff and parish leadership in leading this ministry.
- Engage and involve the community as primary formators of the faith.
- Propose and adhere to a ministry budget by working with the faith formation staff and the Director of Administration and Finance.
- Ensure compliance with all parish and Archdiocesan policies, procedures, and schedules.
- Regularly attend professional development workshops/events and any needed Archdiocesan programs/events.
- Actively participate in staff meetings and functions.
- Weekly check-in meetings with Pastor throughout the first year.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a staff member assigned to this position. They are all considered essential functions of the position. It is not intended to be an exhaustive list of responsibilities and qualifications required of this position. Other responsibilities may be added, including those identified as needed and assigned by the supervisor.

Position Qualifications

- Preference will be given to a Master's Degree in theology, religious education, or an equivalent area.
- A minimum of three years of parish experience in supervising, planning, and programming lifelong faith formation programs. Demonstrated professional training in management and supervision skills preferred.
- Proven leadership in building strong inter-personal relationships with catechists and staff.
- Have a heart for and enjoy working with children.
- Strong pastoral presence and commitment to a collaborative style of ministry.
- Passion for innovation and creative, strategic visioning to achieve faith formation goals.
- Theological competency in presenting church teaching.
- Communicate with parish leadership future trends in faith formation.
- Successfully complete all current Archdiocesan Safe Environment requirements.

Mental and Physical Requirements:

- Exhibit the ability to work well as a cross-functional team player
- Demonstrated critical thinking and problem resolution
- Excellent written and speaking age appropriate communication skills
- High level of organizational skills including setting priorities, responding positively to working under pressure, and handling interruptions
- Manage multiple tasks simultaneously without missing deadlines
- High level of confidentiality shown at all times
- Solid proficiency in computer programs such as Word, Excel, PowerPoint
- Availability to work weekends and evenings
- Sitting for long periods of time at work desk as well as standing for long periods at events or during programs.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese.