

## MINISTRY DESCRIPTION

<b>POSITION NAME:</b> Associate Director of K-8 Religious Education	<b>PARISH NAME:</b> Waterloo Catholic Parishes
<b>ACCOUNTABLE TO:</b> Faith Formation Administrative Team	<b>CLASSIFICATION:</b> Exempt <b>EFFECTIVE DATE:</b> July 1, 2019

### DRIVEN BY THE GOSPEL: COMMITMENT TO JESUS

The Faith Formation Administrative Team is first and foremost **driven by the Gospel** in every level of operation including meetings, program expectations, personal goals, and professional development. We are convinced our lives are different and better because of the Good News of Jesus Christ. Therefore, every time we gather, we pray using the Gospel to guide and direct us as a team. We expect each Team member to be a witness to Catholic faith and moral values. He/she should be a person of prayer and reflection who demonstrates a personal relationship to Jesus Christ; understands, values and promotes the Gospel and Catholic teaching; respects and fosters legitimate theological and spiritual diversity; participates in the spiritual and sacramental life of the local church; demonstrates a commitment to the dignity of all persons and to social justice for the poor and marginalized.

### BETTER TOGETHER: COMMITMENT TO COLLABORATIVE MINISTRY

The Catholic Parishes in Waterloo are committed to collaborative ministry, which enables us to share our gifts, talents, resources and opportunities for the benefit of the common good of the entire Catholic community. The Faith Formation Administrative Team is responsible for formation in the ten areas of catechesis: Adult, Young Adult, Early Childhood, Children, Adolescent, Family, Special Needs, Catholic School, Marginalized, Elderly.

We believe that we are **better together**. The parishes expect members of the Administrative Team to be personally and professionally committed to and effective in this style of pastoral ministry. By accepting the responsibilities outlined in their specific job description as follows, a Team member agrees to work collaboratively with the pastors, pastoral ministers, and the Faith Formation Administrative Team in planning, scheduling, conducting and evaluating opportunities for faith formation in the Waterloo parishes.

The Associate Director of K-8 Religious Education agrees to assume primary responsibility for specific formation opportunities or programs in all four parishes as determined by the Waterloo Catholic Faith Commission in collaboration with the Pastors and Pastoral Councils of the parishes.

### GO FISH: COMMITMENT TO EVANGELIZATION

The Catholic Parishes in Waterloo are committed to the call given to us from Jesus to “go and baptize and make disciples of all nations.” The Faith Formation Administrative Team is tasked to **go fish** and seek out the unengaged, unchurched, the marginalized, and those furthest away in our parishes. Pope Francis in his address at World Youth Day clearly urges us to go fish. “I want a mess. I want to see the Church get closer to the people. I want to get rid of clericalism, the mundane, this closing ourselves off within ourselves, in our parishes, schools, or structures. We cannot keep ourselves shut up in parishes, in our communities, when so many people are waiting for the Gospel. It is not enough simply to open the door in welcome, but we must go out through that door to seek and meet the people! Let us courageously look to pastoral needs, beginning on

the outskirts, with those who are farthest away. Go and look for them in the nooks and crannies of the streets.”

### **GENERAL STATEMENT OF DUTIES & EXPECTATIONS:**

1. The Associate Director of K-8 Religious Education should be a witness to Catholic faith and moral values. He/she should be a person of prayer and reflection who demonstrates a personal relationship with Jesus Christ; understands, values and promotes the Gospel and Catholic teaching; respects and fosters legitimate theological and spiritual diversity; participates in the spiritual and sacramental life of the local church; demonstrates a commitment to the dignity of all persons and to social justice for the poor and marginalized.
2. The Associate Director of K-8 Religious Education collaborates with the Faith Formation Team in choosing curriculum, researching new methods and implementing religious education for grades K-8.
3. The Associate Director of K-8 Religious Education is committed to the Protection of Children and complies with all applicable archdiocesan directives, formation, *Virtus* training, and civil requirements for all persons who care for and/or minister to children and youth.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the Waterloo Pastors as needs and requirements of the job change.*

### **Responsibilities:**

1. School-year Wednesday night and Saturday morning programs
2. Summer religious education
3. Summer enrichment in late July
4. Family resources; digital, family packets
5. Assemble and make available home-school resources
6. Children's Liturgy of the Word (CLOW)
7. Communicate with Summer RE families throughout the year
8. Catechist formation
9. Attend team meetings and events

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

### **PERFORMANCE EXPECTATIONS:**

1. Exhibits understanding of general principles organizational management and office management.
2. Exhibits proficiency with computer and all basic office equipment, including experience with word processing software.
3. Possesses appropriate organizational skills, attention to accuracy and detail, and ability to prioritize workload to meet expectations and deadlines.
4. Exhibits effective verbal and written communication skills and the ability to work constructively with individuals from a variety of social, economic, ethnic, and racial backgrounds, theological perspectives, and levels of personal or spiritual maturity.
5. Ability to maintain confidentiality.

### **MINISTRY EXPECTATIONS:**

1. Demonstrates Human, Intellectual, Spiritual and Pastoral Competencies based on National Standards

for lay ecclesial ministers in the Catholic Church.

2. Participates in ongoing formation and educational opportunities related to faith formation and pastoral ministry in the Catholic Church.
3. Engages in continuing formation and educational opportunities for personal and spiritual growth.

**PHYSICAL DEMANDS:** The commitment to collaborative ministry of the Catholic Parishes in Waterloo necessitates a presence in all four parishes. While performing the duties of this ministry, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds. Employee must have a valid driver's license and ability to transport participants and materials to the WCFFC faith formation sites or venues.

**EDUCATION AND/OR EXPERIENCE:**

1. Degree in theology or education.
2. Experience working with children.