

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Director of Faith Formation for Marriage and Family life
Department: Faith Formation
Location: Erie (SMCC)
Reports to: Executive Director of Faith Formation
Cabinet: Executive Director of Faith Formation
Classification: Salary
FLSA: Exempt; Full-Time
Budget: 00538
Date Created: 7/23/2024 (updated)

I. OBJECTIVE:

The primary responsibility of the Director of Faith Formation for Marriage and Family Life is the development of programs and activities that supports the Catholic faithful in significant phases of marriage and family life. This person is responsible for the faithful transmission of Catholic doctrine in faith and morals as defined in the *Catechism of the Catholic Church*, and described in recent papal documents, *Evangelii Gaudium*, *Catechesi Tradendae*, and *Amoris Laetitia*. The director is responsible for the development of a diverse variety of initiatives to enrich faith within family life in all its phases. The director will identify, prepare, and assist volunteer lay leaders, clergy, and parish staff to work with individuals, couples or families who will benefit from the programs of the Faith Formation Department.

II. RESPONSIBILITIES:

- *Functions as* an integral member of the Faith Formation team and collaborates with the Faith Formation team members in developing the goals and objectives for the Faith Formation Department, especially the 6th to 12th grade Faith Formation process.
- *Administers and monitors* all family life programs with attention to effective response to all parishes, ministries, and community groups.
- *Coordinates, oversees, and supervises* Pre-Cana, Nova and Engagement Encounter, weekend programs throughout the Diocese. *Provides* on-going training, new team orientations, resources, networking, and support of such programs.
- *Coordinates* FOCCUS trainings (inventory used for marriage prep) for new priests, deacons and others annually or as needed.
- *Coordinates and acts* as a liaison with various marriage and family life movements including, but not limited to Worldwide Marriage Encounter, Catholic Engagement Encounter, Hispanic Marriage Encounter, Retrouvaille.
- *Supervises* the Integrity and Virtue Office Coordinator in providing Chastity programming and education for the diocese.
- *Oversees* Natural Family Planning programs for married and engaged couples.

- *Coordinates* wedding anniversary celebrations within the diocese.
- *Coordinates* periodic marriage enrichment events.
- *Represents* the Family Life ministry at diocesan, regional and national meetings, and/or events, such as the National Association of Catholic Family Life Ministries Conference.
- *Develops* social media presence for families utilizing a variety of media to promote multiple programs for individuals and families.
- *Maintains* current knowledge of social, spiritual, and developmental aspects of marriage, parenting and family life and maintain current resources for each.
- *Serves* as diocesan representatives for public speaking or print resources for parishes, schools, or other organizations in the area of marriage and family life.
- *Assists* Executive Director in preparing and managing budget.
- *Performs* other duties as assigned by the Executive Director of Faith Formation.

III. QUALIFICATIONS:

Education: Master’s degree in theology, marriage and family ministry, religious studies, pastoral ministry, or related field.

Experience: A minimum of three years of professional experience in a pastoral, therapeutic or human services field, with emphasis on and knowledge of Catholic teaching. Demonstrated experience in leadership and management of volunteers, including fiscal responsibility.

IV. COMPETENCIES:

- Thorough understanding of the key events and dynamics in the family life cycle in contemporary times.
- Be knowledgeable of Church documents, *Catechism of the Catholic Church*, *Evangelii Gaudium*, *Catechesi Tradendae*, and *Amoris Laetitia*, as well as state and federal legislative and social issues impacting marriage and family life and be prepared to publicly represent and articulate Church teachings.
- Thorough knowledge of and appreciation for the Roman Catholic faith as well as familiarity with its structures, functions, and institutions.
- Successful strategic planning and annual program planning and needs assessment.
- Demonstrated ability to be self-directed in work habits, position requires a person to be self-motivated.
- Demonstrated ability in both written and oral communication skills.
- Competency with Microsoft Office suites with ability to learn specialized software.
- Experience with use of print, online and social media as marketing tool.
- Knowledge and use of tools for online meeting platforms such as (Zoom, Teams, Salsa).

V. OTHER REQUIRED:

- Must be a practicing Roman Catholic with a strong faith commitment, dedicated to Gospel values, with a mission-driven understanding of “Catholic Family” and dedicated to promoting the Church’s vision for lifelong faith formation.
- Must have valid Driver’s license.

VI. WORKING CONDITIONS

- As a professional exempt position, the Director of Faith Formation for Family Life is required to work whatever hours necessary including evenings and weekends to accomplish the work.

VII. PHYSICAL CONDITIONS

- Work is performed mostly in an office and parish setting. Employee must be able to do extensive computer work and attend evening or weekend meetings. The employee is required to lift and move up to-15 pounds (laptop, projector, etc.). Employee must have a valid driver’s license.

VIII. DIRECT REPORTS

- Shares accountability with Administrative Assistant of Faith Formation Department. Supervises Integrity and Virtue Coordinator, and part time NFP Coordinator.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

Incumbent

Date