

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Director of Faith Formation for Catechesis and Sacraments
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 Catechesis and Sacraments is to implement the bishop's policies concerning parish religious education, and to develop and coordinate parish catechetical programs for children, youth and adults. 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 *Evangelii Nuntiandi*. This position is in service to parishes as they attempt to make Christ known, loved and served.

II. RESPONSIBILITIES:

- *Functions as* a member of the Faith Formation team and collaborates with Faith Formation team members in developing the goals and objectives for the Faith Formation Department.
- *Assists* parishes in recruitment, placement and contracting of religious education personnel.
- *Assumes* primary responsibility for developing catechetical and sacramental preparation components of the religious education curriculum for parish religious education programs.
- *Develops* assessment instruments to measure the quality of religious education programs.
- *Coordinates* diocesan OCIA - Rite of Election ceremonies.
- *Plans and facilitates* continuing education opportunities for religious education leaders.
- *Collaborates on and shares* responsibility for the training of religious education leaders.
- Develops and oversees the Religious Education Assessment process and submits results to be compiled in final report.
- *Assists* in the on-going refinement and development of the religious education policies and works with parish leaders to ensure implementation.
- *Collaborates* with Catholic Schools Office in areas of mutual concern.
- *Collaborates* with Executive Director of Faith Formation in the development of the Faith Formation departmental budget.
- *Sponsors* deanery meetings with religious education leaders on matters of diocesan information, needs assessment, program planning and networking.
- *Provides* for special needs religious education programs.

- *Represents* the diocese/Department of Faith Formation at national, state, or local meetings, e.g., PCCL, NCCL, Mid Atlantic Conference, etc.
- *Contributes* to the Annual Report of Faith Formation for the executive director.
- *Conducts* new leader orientation for those beginning ministry in parish Religious Education.
- *Performs* all other duties as assigned.

III. QUALIFICATIONS:

Education: Master’s degree in theology, catechesis, pastoral ministry or related field. The person must be familiar with both the theory and practice of religious education in a parish setting, family centered catechesis as well as on-line learning methods.

Experience: A minimum of 5 years’ experience in related field; demonstrated experience in leadership and management of volunteers, including fiscal responsibility.

IV. COMPETENCIES:

- Have a working knowledge of the *General Directory for Catechesis, the National Directory for Catechesis, Catechism of the Catholic Church, Evangelii Gaudium, Catechesi Tradendae, Evangelii Nuntiandi and Our Hearts were Burning within Us.*
- Excellent communication, organizational, administrative, and presentation skills.
- Proficiency with computers and online educational tools, electronic and written communication.
- Demonstrated ability to supervise and oversee staff.
- Demonstrated ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision, guidelines, and policies with pastors and parish leadership.
- Competence in creating and managing budgets and careful monitoring of all spending.
- Successful strategic planning and annual program planning and needs assessment.
- The director is also required to travel extensively both within and outside of the diocese.
- Demonstrated ability to be self-directed in work habits; position requires a person to be self-motivated and a self-starter.

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 education 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 Catechesis and Sacraments is required to work whatever hours necessary including evenings and weekends to accomplish the work and be willing to engage in extensive travel throughout the diocese.

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.

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