



Good Shepherd Church | Saint Stanislaus Church | Saint Anthony of Padua Church
Cathedral of Saint Mary of the Assumption

COLLABORATIVE DIRECTOR OF FAITH FORMATION

The Director of Faith Formation is the person who plans, integrates, implements, oversees, and evaluates a program of Whole Community Catechesis for the member parishes of the Catholic Community of Central Fall River. The primary focus is on evangelizing and catechizing children (grades 1-7) and their parents.

REPORTS TO: Pastor

RESPONSIBILITIES INCLUDE

A. Coordination and Administration:

1. Serves as a member of the parish staff and administration team. Participates in decision-making regarding total parish direction and activities. Attending all staff meetings, Diocesan DRE meetings, Faith Formation team meetings, prayer days and educational days.
2. Leads and supervises the formation team.
3. Responsible for the development of catechetical programs and approval of curriculum for various age levels of the parish, pre-school through adult, according to the Faith formation Guidelines of the Diocese of Fall River, including Sacramental Preparation for First Penance and First Holy Community.
4. Involve the family as an essential agent in the faith formation process.
5. Use media and technology for effective program implementation.
6. Obtain approval and support from the Pastor for the general direction of the faith formation of the parish, and keeps the Pastor informed regarding the faith formation programs.
7. Prepare and administer the operating budget of the faith formation programs according to the policies established by the parish.
8. Provide for the recruitment and training of catechists, and to support and encourage opportunities for catechist certification as specified by the Diocese.
9. Responsible for Safe Environment compliance of all parish staff, catechist, volunteers (adults and teens) and inclusion of keeping children's safe curriculum for children's and teen's within their catechetical programs.
10. In collaboration with the Collaborative Leadership Team, schedule regular formation staff meetings to develop faith community and provide professional in-service growth.
11. Conducts regular evaluations of effectiveness of Faith Formation and Sacramental preparation programs for preschool through grade 7.
12. Manages the selection, purchasing and stocking of the catechetical materials.

13. Continue personal growth in faith and professional advancement through meeting attendance, conventions, and workshops concerning faith formation and reading of current material.
14. Ensuring appropriate sacramental records are properly maintained according to Diocesan and Canonical guidelines.

B. Supervision and Training:

1. Supervises and evaluates the ministry effectiveness of all catechists and volunteers.
2. Supervises and evaluates office support personnel for the Faith Formation department.
3. Form and train catechists and volunteers.
4. Implement or support programs for catechist formation.
5. Maintains personnel files for the Faith Formation Team.
6. Monitors all expenditures for the Faith Formation Team.
7. Supervises and coordinates faith formation catechists and program volunteers.

QUALIFICATIONS

A. Required Knowledge and skills:

- Practicing Catholic, weekly Mass attendance, faithful to the Magisterium, and in good standing with the Catholic Church.
- Successful completion of the Diocesan Safe Environment process.
- Excellent communication/presentation skills combined with knowledge of catechetical methodology and pedagogy in accordance with Magisterial Documents on Catechesis.
- Computer skills, including Microsoft Office Suite (Word, Excel, Power Point, Outlook)
- Demonstrated competence in theology, catechetics, program coordination, catechist development, and application of age appropriated teaching methods, communication, administration, facilitation, research, supervision, and coaching skills.
- Demonstrated ability to recognize, honor, and work with the diversity within the parish communities of the Catholic Community of Central Fall River.
- Ability to work evenings and weekends as program requires.
- Knowledge of administrative tasks and sacramental paperwork required by the Diocese of Fall River.
- Ability to communicate in a timely fashion with other members of the Collaborative community.

B. Education, Training, and/or Experience:

- BA in Theology/Faith Formation/Catechesis, Faith formation or related field preferred, but not required.
- Successful parish experience coordinating a total parish faith formation program and demonstrated competence in theology and catechetics.
- Bilingual (Portuguese/Spanish/English) is highly desirable, but not required.