

The Church of St. Joseph, Rosemount, Minnesota

Position Description

Position title: Director of Lifelong Faith Formation

Date: August 07, 2017

FLSA: Exempt – Learned Professional

Reports to: Parish Director

Receives work direction from: Pastor

Direct Reports: Sunday School Coordinator, Youth Expo Coordinator

Provides work direction to: Administrative Assistance / Office Operations

Resource person to: Lifelong Faith Formation Commission, Committees and School faith formation teachers

Schedule/ benefits: 40+ hours per week 12 months per year, with benefits. Schedule will vary significantly in response to parish and school calendar needs, leadership, committee and project needs. This will also include some weekend and evening work.

Position Purpose: To ensure quality Catholic education opportunities for all parishioners, provide direction for all school teachers teaching religious education, communicate regularly with all parish families, being familiar with all areas of education, promoting the directives of the parish mission statement and the school mission statement. Preparing all participants to affectively receive the sacraments of first holy communion, first reconciliation and confirmation. Direct the Sunday School and Preschool catechesis programs.

General Responsibilities:

* 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, such that it can embarrass the church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:

*1. Be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

*2. Lead in creating a productive, harmonious environment, promoting good morale, affective communications and an engaging and uplifting feeling.

*3. Leadership

- Maintain a close working relationship with the Pastor and Parish Director.
- Attend staff meetings and pertinent committee meetings.
- Serve as the staff member (ex-officio) on the Lifelong Faith Formation Commission, providing leadership support as outlined in Staff Commission Member Key Accountabilities
- Develop and implement the Commission Annual Plan and Objectives
- Provide training, supervision and evaluation sessions for the volunteers of The Catechists of the Good Shepard program, Vacation Bible School, H.S. Mission Team, Confirmation Team and Youth EXPO Team.

*4. Program Management

- Collaborate with the Lifelong Faith Formation Commission in the selection and evaluation of program curriculum.
- Direct the on-site and home study catechetical programs for all ages of the parish.
- Order textbooks, catechist manuals, and all classroom supplies.
- Direct the Sacramental catechetical programs for Eucharist, Reconciliation and Confirmation.
- Direct the Vacation Bible School and Youth Expo programs.
- Responsible for room set up, take down and clean up for all programs.
- Monitor programs for Adult Formation and Children with Special Needs.
- Support and be a resource for H.S. Mission Team.

*5. Financial Management

- Collaborate with the Lifelong Faith Formation Commission to develop the annual program budget for Lifelong Faith Formation.
- Monitor monthly expenses for consistency with approved budget

*6. Supervision Human Resources

- Hire, supervise and manage the performance of Faith Formation Coordinator, ages 3-5 and Youth EXPO Staff reporting directly to Lifelong Faith Formation Director.
- Recruit, train, supervise and manage performance of volunteers reporting directly to Lifelong Faith Formation Director.
- Monitor the volunteers' compliance with archdiocese and legal requirements.
- Create and administer the annual calendar for Lifelong Faith Formation Programs. Provide continuing communication, coordination, encouragement and support for staff and volunteers, eg. Annual orientation and training for catechists
- Provide continuing education and developmental opportunities to/for faculty/staff personnel.
- Establish position descriptions and defined qualifications for each employee and volunteer.
- Review performance of each staff member annually and oversee staff development programs.
- Maintain and keep current personnel files and records for all faith formation employees.

*7. Communications and Marketing

- Communicate regularly using various mediums to the parish itself and specific audiences within the parish and public media sources - using Archdiocese Media resource as needed.

*8. General Management

- Collaborate with Parish Director on staffing.
- Develop, implement and monitor annual operating budget and narrative
- Approve invoices and requests for reimbursements and monitor monthly expenses for consistency and are within approved budgets
- Ensure that all special event fundraiser profits are accurate and turned in to the parish office on time
- Build and maintain effective working relationships with key service/vendor companies/staff
- Facilitate seasonal and special school planning processes
- Ensure compliance with all OPCY requirements for staff and volunteers

*9. Effective Team Member

- Demonstrates reliability – Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner.
- Communicates constructively – Expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team
- Listens actively – Absorbs, understands and considers ideas and points of view from other people without debating and arguing every point
- Functions as an active participant – Fully engaged in the work of the team and does not sit passively on the sidelines.
- Share openly and willingly – Takes the initiative to keep other team members informed to help get the job done and prevent surprises.
- Cooperates and pitches in to help – Responds to requests for assistance. Works with others to accomplish any task
- Exhibits flexibility – Rolls with the punches and can consider different points of views and compromise when needed.
- Works as a problem-solver – Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer, or problem-avoider.
- Treats other in a respectful and supportive manner – Treats fellow team members with respect and understanding to help get the job done.
- Shows commitment to the team – Understands the value of team collaboration and is committed to the success of others.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.

Responsibilities identified with “*” are essential functions of the position.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature

Date

Qualifications:

- 1) Active practicing Catholic.
- 2) Bachelor’s degree in a related field required; Master’s degree in related field preferred
- 3) Proven experience in faith formation
- 4) Strong personal commitment to Catholic education.
- 5) Demonstrated ability to remain calm and patient in chaotic situations.
- 6) Demonstrated history of implementing a Catholic value system throughout the parish
- 7) Demonstrated leadership skills.
- 8) Demonstrated strong oral and written communication and organizational skills.
- 9) Possess knowledge of Roman Catholic Doctrine.
- 10) Successfully complete the required background checks.
- 11) Strong interpersonal skills that will build effective relationships with parish staff, parish leaders, parish members and other key parish stakeholders
- 12) Ability and desire to work in a collaborative, team-based work environment
- 13) Ability to effectively manage multiple projects and work assignments at the same time
- 14) Ability to identify and maintain strict confidentiality when required
- 15) Demonstrated experience in maintaining and improving current skills through networking, research and educational opportunities
- 16) Experience and ability in recruiting and coordinating volunteers
- 17) Ability to anticipate and manage the faith formation needs of a growing parish
- 18) Knowledge and experience with social media resources
- 19) Knowledge and experience with computer software including use of spreadsheet, word processing, presentation, and data base management software

Mental Demands:

- 1) Work well with others.
- 2) Be open and honest while honoring confidentiality.
- 3) Remain calm and patient in chaotic situations.
- 4) Implement a Catholic value system in all works.
- 5) Attract and develop others to support goals.
- 6) Develop and maintain strong listening skills.
- 7) Understand child development and take into account the capabilities and limitations of different age groups and individuals when developing and implementing faith formation.
- 8) Understand and maintain balance between parents, catechists and staff.
- 9) Recognize and respect different views and facets of issues.
- 10) Possess strong leadership skills.
- 11) Effectively communicate both orally and in writing.
- 12) Utilize strong organizational skills.
- 13) Demonstrate a personal lifestyle reflecting Catholic values.
- 14) Continue education as requested or required.
- 15) Effectively use office and subject computer technology.

Physical Demands:

- 1) Sit, stand, kneel, bend and walk up and down steps.
- 2) Lift office and curriculum materials up to 20 pounds using proper techniques.
- 3) Work evenings, weekends and longer work days when required.
- 4) Go up and down stairs
- 5) Climb up and down a three step ladder to obtain supplies
- 6) Be aware what is going on around you and respond appropriately
- 7) Work 40+ hours per week