



## **POSITION DESCRIPTION**

**POSITION:** Director of Faith Formation for Youth and Children

**REPORTS TO:** Pastor

**STATUS:** Full-Time Exempt (salaried)

### **SUMMARY**

The Director of Faith Formation for Youth and Children is responsible for articulating and implement a plan for comprehensive religious education in light of the parish mission and archdiocesan policies. This person will provide primary leadership for the design and implementation of parish ministry to its youth. The Director of Faith Formation for Youth and Children possesses an intimate knowledge of the Catholic faith, evangelizes youth in a way that appeals to today's younger generations, is energetic, confident, self-motivated, utilizes current and emerging social media practices, excellent communication skills, and is passionate about forming youth in our faith and community.

### **GENERAL DUTIES and RESPONSIBILITIES**

- Plan and direct the religious education program for grades 1 through 9 including sacramental preparation for First Reconciliation, First Eucharist, Confirmation, and Christian Initiation of Children.
- Empower young people to live as disciples of Jesus Christ in our world today.
- Plan, develop, and implement a schedule of service and social activities for youth (grades 8-12). Recruit adult youth leaders to assist with the implementation and supervision of these activities.
- Manage and oversee the planning, administration, budgeting, and recordkeeping of parish catechetical and youth programs.
- Coordinate archdiocesan Safe Environment programs for children, youth, parents, and volunteers in catechetical programs.
- Collaborate with the parish Virtus Administrator to ensure that all volunteers meet the guidelines of the Office of Protection of Children and Youth.
- Manage recruitment, orientation, supervision, and evaluation of catechists and support personnel, and provide opportunities for ongoing formation and spiritual development.
- Collaborate with parish staff members and parishioners. Attend staff meetings and events, as required.
- Organize and conduct parent meetings as necessary.
- Participate in meetings as they relate to deanery, vicariate, archdiocesan, and ecumenical structure, as applicable.
- Provide for individuals with special needs, e.g., SPRED, deaf interpretation, etc.
- Collaborate with other colleagues in the local region to seek out the best opportunities for continued formation and program development.



- Keep accurate records of participation in religious education programs and youth ministry activities and programs.
- Maintain contact with the Archdiocesan Office of Parish Vitality and Mission-Lifelong Formation, gain familiarity with Archdiocesan policies and guidelines, and attend Archdiocesan meetings.
- Perform other duties as requested by Pastor or supervisor.

### **REQUIREMENTS/QUALIFICATIONS**

- Fully initiated, practicing Catholic with a thorough knowledge of and commitment to the teachings, beliefs, and life of the Catholic Church.
- A bachelor's degree in theology or related field.
- Enrollment at USML School of Parish Leadership and Evangelization, if necessary. Successful completion of curriculum with one year. Parish provides for professional development/continuing education.
- At least two (2) years' experience in a Religious Education, Faith Formation, or related role at a Catholic Church preferred.
- Completion of Virtus and all other programs sponsored through the Archdiocese that are required to engage with youth.
- Energetic personality with the ability to generate enthusiasm about our Faith Formation programs.
- Ability to work with the gifts and talents of other staff members and maintain a teamwork mentality.
- Fluent in current social media practices and technology platforms that youth embrace.
- Excellent written, oral, and presentation skills.
- Must be able to accommodate for a flexible working schedule that include evenings, weekends, and special events.
- Strong working knowledge of Office 365 suite of products and highly comfortable navigating databases. Familiarity with Parish Data Systems (PDS).