

Director of Faith Formation and Family Life

Full time

PRIMARY FUNCTION: Creates innovative and relevant opportunities to assist families in living out their sacred responsibility of raising and forming their children in the Faith.

SPECIFIC DUTIES: *responsibilities may change at any time or without notice at pastor's request*

1. Spiritual Enrichment

- ❖ Weekly Holy Hour during office hours
- ❖ Annual staff day of reflection

2. Develops and maintains a vibrant Faith Formation Program for 1st - 8th grade students.

- ❖ Leads and supervises the Catechist formation team.
- ❖ Responsible for the development of catechetical programs and approval of curriculum for various age levels of the parish, 1st - 8th, according to the Religious Education Guidelines of the Diocese of Grand Rapids
- ❖ Responsible for distributing curriculum to elementary religious education catechists, training catechists about the curriculum, and supervising classes.
- ❖ Responsible for creating catechetical opportunities of the ongoing formation of parents.
- ❖ Obtain approval and support from the Pastor for the general direction of the religious education of the parish, and keep the Pastor informed regarding the religious education programs.
- ❖ Prepare and administer the operating budget of the religious education programs according to the policies established by the parish.
- ❖ Provide for the recruitment and training of catechists, and to support and encourage opportunities for catechist certification as specified by the Diocesan Office of Catechesis.

3. Develops, Maintains and Leads a vibrant High School Ministry

- ❖ Initiates creative outreach to engage the high school age youth and their families.
- ❖ Serves as the main youth leader to the students.
 - Accompanies them as a mentor and friend through their High School journey.
- ❖ Establishes and runs a weekly program focused on drawing the youth into a deeper relationship with Christ.
- ❖ Plans and executes at least one annual retreat for the high school youth.
- ❖ Prepare and administer the operating budget of the High School Ministry programs according to the policies established by the parish.

4. Oversees Sacramental Preparation

- ❖ Is responsible for the catechetical formation of youth and their families receiving: the Sacrament of Confession, the Sacrament of the Eucharist, the Sacrament of Confirmation -for both students of the parish school and those which attend other institutions of learning.
- ❖ Oversees the Marriage prep program and all volunteers in consultation with the Pastor

5. Catholic School Liaison

- Responsible for cultivating a more robust Catholic Culture within the school community by creating vibrant events and activities throughout the school year in consultation with the principal and Pastor.
- Regularly meets with the classes for Faith formation opportunities, ex: Adoration, Rosary, works of service, etc.
- Engages the school parents and works to help them live out their role as primary educators for their children.
- Serves as a bridge between school and parish, actively creating ways to unite the two entities.

QUALIFICATIONS

- Required Knowledge and skills: Practicing Catholic, 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 appropriate teaching methods, communication, administration, facilitation, research, supervision, and coaching skills

