



Diocese of Erie

Full-time position for Director of Faith Formation for Catechesis and Sacraments

The Diocese of Erie is seeking an energetic and faith-driven leader to serve as the Director of Faith Formation for Catechesis and Sacraments in its newly created Faith Formation Office. He/she will be a part of the ongoing development of a collaborative vision for lifelong faith formation in the Diocese of Erie. He/she will report to the Executive Director of Faith Formation.

The successful candidate will:

- Demonstrate a strong commitment to lifelong faith formation.
- Be visionary and forward-looking and utilize various learning platforms.
- Relate well to lay, clergy and religious alike.
- Be willing to provide leadership to faith formation leaders and pastors.

Required qualifications include:

- Master's degree in theology, catechesis, pastoral ministry or related field.
- Minimum of five (5) years of experience in related field with demonstrated leadership responsibility.
- Working knowledge of the *General Directory for Catechesis*, *National Directory of Catechesis* and *Our Hearts were Burning within Us*.
- Demonstrated ability to be self-directed in working habits.
- Must be a practicing Catholic in good standing.

For best consideration, please apply by **March 22, 2019**. Applications will continue to be accepted after March 22. Applicants after this date are encouraged to submit materials in a timely manner. Scroll down for full position profile.

(*Note* - Please see below for titles of other positions available within the Faith Formation Office.)

Applicants must submit a cover letter, resume, references and a signed and completed job [Application Form](#) in one of two ways:

- 1) Email all materials to: hrinfo@eriercd.org. (Application form must be completed, signed and scanned.)
- 2) Mail to HR, Attn: Faith Formation Search, 429 East Grandview Blvd., Erie, PA 16504

(*Note*) The Diocese of Erie, after a fruitful and collaborative diocesan planning process resulting in the creation of the Faith Formation Office, is seeking energetic and faith-driven leaders to serve in the following positions: Director of Faith Formation for Catechesis and Sacraments, Director of Faith Formation for Parish Support, Director of Faith Formation for Marriage and Family Life and Director of Faith Formation for Young Adult and Youth Ministry. Applicants who wish to apply for more than one position should write a separate cover letter for each position.



Job Title: Director of Faith Formation for Catechesis and Sacraments
Department: Faith Formation
Location: Diocese of Erie (St. Mark Catholic Center)
Reports to: Executive Director of Faith Formation
Cabinet: Vicar for Education
Classification: Salary
FLSA: Exempt
Budget: 00538
Date Created: 1/4/2019

Job purpose

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.

Duties and 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.
- 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.

Qualifications

Education Required:

- 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 online learning methods.

Experience Required:

- A minimum of five years' experience in related field; demonstrated experience in leadership and management of volunteers, including fiscal responsibility.

Skills Required:

- Working knowledge of the *General Directory for Catechesis*, *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.
- Ability 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.

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.

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.

Physical requirements

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.

Direct reports