

Job Description

Director/Coordinator of Faith Formation

St. Joseph Parish

Oil City, PA

The position of Director/Coordinator of Faith Formation (DFF/CFF) is a full-time (exempt) position. The DFF/CFF reports directly to the pastor and supervises numerous volunteer catechists and parent volunteers.

The DFF/CFF works closely with other parish staff members in the execution of his/her duties and in fostering an environment in which the Gospel is lived and proclaimed.

Identity of the Director/Coordinator of Faith Formation

The DFF/CFF is first and foremost a committed disciple of Jesus Christ in His Holy Catholic Church. The DFF/CFF will have discerned a call from the Lord to serve His Church as a witness and evangelist in the particular role of DFF/CFF. The DFF/CFF should be well-versed in the spiritual treasury of the Church in addition to her teachings. As a disciple, a DFF/CFF must actively participate in the sacraments, be firmly committed to prayer, and will ideally have a spiritual director. Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public faith must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal.

Mission of the Director/Coordinator of Faith Formation

The mission of the DFF/CFF is to work with the pastor to coordinate, design, and direct all aspects of the parish's faith formation and sacramental preparation from cradle to grave, including management of catechetical programs for approximately 120 children (PreK-11) who are not enrolled in Catholic schools.

The responsibilities of the DFF/CFF include but are not limited to:

Parish-wide Faith Formation

1. Oversee the development and implementation of the parish faith formation program from grades PreK-11 in accordance with the guidelines of the Office of Faith Formation of the Diocese of Erie in conjunction with the pastor.
2. Work with the pastor to offer faith formation opportunities for adults throughout the year.
3. Ensure that families who home school for religious education are compliant with Diocesan standards, maintain regular contact with these families, and invite them to community formation opportunities.
4. Meet with the pastor regularly to discuss matters relating to parish faith formation and sacramental preparation.
5. Schedule faith formation opportunities for children and parents, including retreat opportunities for all faith formation grade levels.
6. Provide access to and inclusion in faith formation opportunities for children with special learning needs.

7. Recruit, train and provide regular ongoing professional and spiritual development for catechists and faith formation volunteers.
8. Develop and oversee a budget for all expenses related to the parish faith formation program in coordination with the pastor and business manager.
9. Ensure that all faith formation volunteers comply with Safe Environment requirements, policies, and mandates of the Diocese of Erie.
10. Ensure that all parish staff (approx. 5 individuals) maintain updated compliance with Safe Environment requirements, policies and mandates of the Diocese of Erie.

Sacramental Preparation Programs

1. Coordinate the baptism of infants with the pastor and provide catechesis and support to parents of unbaptized children.
2. Schedule dates for First Penance and First Holy Communion at the pastor's directive.
3. Schedule and host informational meetings for parents and children for First Penance, First Holy Communion, and Confirmation at the beginning of each academic year.
4. Schedule, design, and execute retreats for First Penance and First Holy Communion students.
5. Coordinate and implement the Confirmation program for all students (including parishioners enrolled in Catholic high schools) in grade 11.
6. Organize retreat for Confirmation students in accordance with policies of the Diocese of Erie.
7. Prepare the liturgies for First Penance, First Holy Communion, and Confirmation with the pastor.
8. Create and oversee catechetical plans for older baptized Catholic children seeking the reception of First Penance and First Holy Communion.

Qualifications:

- Active, prayerful Catholic.
- Bachelors/Master's degree in related field or extensive experience with Faith Formation.
- Knowledge and support of all Catholic teaching.
- Excellent communication skills with children, families and co-workers.
- Excellent conflict management skills.
- The ability to work with a variety of ages and personalities.
- Computer, internet and social media proficiency.
- The ability to work flexible hours and to adapt to frequent changes.
- Must be able to multi-task and manage multiple demands patiently.
- Able to provide current State and Diocesan clearances.
- Able to manage repetitive tasks with little or no supervision.
- Able to dress appropriately for office and public speaking.
- Able to self-ambulate up and down stairs and to lift up to 25 pounds.

Interested and qualified candidates should apply to:

Rev. John L. Miller
St. Joseph Parish
210 Reed St.
Oil City, PA 16301

or
jlmler@eriercd.org