



## Diocese of Erie

### Full-time position for Director of Faith Formation for Marriage and Family Life

The Diocese of Erie is seeking an energetic and faith-driven leader with a passion for faith formation across the lifespan to serve as the Director of Faith Formation for Marriage and Family Life 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 faith formation across the lifespan.
- Be visionary and forward-looking and utilize multi-generational faith formation opportunities.
- Relate well to lay, clergy and parishioners alike.
- Provide mentoring and leadership to lay volunteers.

Required qualifications include:

- Master's degree in theology, marriage and family ministry, religious studies, pastoral ministry or related field.
- Minimum of five (5) years of experience in pastoral, therapeutic or human service field with demonstrated leadership responsibility.
- Working knowledge of Marriage Preparation programs (Pre-Cana, Nova, and Engagement Encounter), as well as FOCCUS instrument.
- Demonstrated ability to be self-directed in work 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](mailto: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 Marriage and Family Life  
**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 Marriage and Family Life is the development of programs and activities that support the Catholic faithful in significant phases of marriage and family life. 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 *Amoris Laetitia*. The director is responsible for the development of a diverse variety of initiatives to enrich faith within family life in all its phases. The director will identify, prepare and assist volunteer lay leaders, clergy and parish staff to work with individuals, couples or families who will benefit from the programs of the Faith Formation Department.

### **Duties and responsibilities**

- Functions as a member of the Faith Formation team and collaborates with the Faith Formation team members in developing the goals and objectives for the Faith Formation Department.
- Administers and monitors all family life programs with attention to effective response to all parishes, ministries, and community groups.
- Collaborates with other entities throughout the diocese of Erie.
- Coordinates, oversees and supervises Pre-Cana, Nova and Engagement Encounter, weekend programs throughout the Diocese. Provides on-going training, new team orientations, resources, networking and support of such programs.
- Coordinates FOCCUS trainings (inventory used for marriage prep) for new deacons and others annually or as needed.
- Coordinates and acts as a liaison with various marriage and family life movements including, but not limited to Worldwide Marriage Encounter, Catholic Engaged Encounter, Hispanic Marriage Encounter, Retrouvaille.
- Coordinates, schedules, manages and evaluates specialized programs for individuals and families including, but not limited to Transitions (support group for divorced, widowed, separated).
- Oversees Natural Family Planning programs for married and engaged couples.
- Coordinates wedding anniversary celebrations within the diocese.
- Coordinates periodic marriage enrichment events.
- Coordinates, oversees and supervises annual Family Life events (i.e., Family Fest) for the diocese.
- Represents the Family Life ministry at diocesan, regional and national meetings and/or events, such as the National Association of Catholic Family Life Ministries Conference.
- Develops social media presence for families utilizing a variety of media to promote multiple programs for individuals and families.
- Maintains current knowledge of social, spiritual and developmental aspects of marriage, parenting and family life, and maintains current resources for each.
- Serves as diocesan representative for public speaking or print resources for parishes, schools or other organizations in the area of marriage and family life.

- Assists Executive Director in preparing and managing budget.
- Performs other duties as assigned by the Executive Director of Faith Formation.

## **Qualifications**

### **Education Required:**

- Master's Degree in theology, marriage and family ministry, religious studies, pastoral ministry, or related field.

### **Experience Required:**

- A minimum of five years of professional experience in a pastoral, therapeutic or human services field, with emphasis on and knowledge of Catholic teaching. Demonstrated experience in leadership and management of volunteers, including fiscal responsibility.

### **Skills Required:**

- Thorough understanding of the key events and dynamics in the family life cycle in contemporary times.
- Knowledge of Church documents, *Catechism of the Catholic Church*, *Evangelii Gaudium*, *Catechesi Tradendae* and *Amoris Laetitia*, as well as state and federal legislative and social issues impacting marriage and family life, to be prepared to publicly represent and articulate Church teachings.
- Thorough knowledge of and appreciation for the Roman Catholic faith as well as familiarity with its structures, functions and institutions.
- Successful strategic planning and annual program planning and needs assessment.
- Demonstrated success in professional growth opportunities for leaders as well as developing new resources to sustain the mission.
- Demonstrated ability to be self-directed in work habits, position requires a person to be self-motivated.
- Demonstrated ability in both written and oral communication skills.
- Competency with Microsoft Office suites with ability to learn specialized software.
- Experience with use of print, online and social media as marketing tool
- Knowledge and use of tools for online meeting platforms such as Zoom, GoToMeeting, Skype Salsa.

### **Other Required:**

- Must be a practicing Roman Catholic with a strong faith commitment, dedicated to Gospel values, with a mission-driven understanding of "Catholic Family" 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 Family Life 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**

Shares accountability with Administrative Assistant of Faith Formation Department.