



Diocese of Erie

Full-time position for Director of Faith Formation for Parish Support

The Diocese of Erie is seeking an energetic and faith-driven leader with a passion for parish-based ministry to serve as the Director of Faith Formation for Parish Support 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 parish-based ministry and lifelong faith formation.
- Be visionary and forward-looking and utilize multi-generational faith formation opportunities.
- Relate well to lay, clergy and parishioners alike.
- Provide mentoring and accountability to parish leaders and potential leaders.

Required qualifications include:

- Master's degree in theology, pastoral ministry or related field.
- Minimum of five (5) years of experience in related field with demonstrated leadership responsibility.
- Working knowledge of the *Rite of Christian Initiation for Adults*, *General Directory for Catechesis* and *Our Hearts were Burning within Us*.
- 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. (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 Parish Support
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 Parish Support is to provide strategies, tools, resources and support for the implementation of diocesan goals pertaining to lifelong faith formation and a vibrant parish 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* and *Catechesi Tradendae*. The director works collaboratively across the Department of Faith Formation to promote a wholistic vision of parish life which includes adult faith formation, Small Christian Communities, RCIA, lay ministry, retreats, pastoral council, evangelization, catechesis and sacramental preparation. This position serves to support parish life throughout the diocese of Erie.

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.
- Collaborates and consults with various diocesan offices and parishes to foster a vision for Christian discipleship, along with a commitment to provide resources and support to parishes to further the shared vision.
- Develops RCIA materials and recommends resources and methodology in keeping with diocesan guidelines and best practice in the Church. Oversees the diocesan Rite of Election and other canonical processes.
- Creates, recommends and provides resources, models and tools for parish leaders to help them in strengthening parish life.
- Provides support, mentoring, accountability and training to parish leaders and potential leaders.
- Creates and fosters opportunities for multi-generational faith formation programming, in cooperation with other faith formation directors.
- Communicates and collaborates with the Office of Worship; assist and support efforts to integrate an evangelical focus into parish ministries.
- Utilizes online technology as a means of communication
- Reviews and chooses media resources for use in parishes throughout diocese.
- Identifies best practices in the field of outreach and participates at regional, state and national meetings, organizations and movements.
- Assists the Executive Director of Faith Formation in the development of annual budget
- Contributes to the Annual Report of Faith Formation for the executive director.
- Performs other duties as assigned.

Qualifications

Education Required:

- Master's Degree in theology, pastoral ministry or related field. The person must be familiar with ministry in a parish setting as well as theory and practice of lifelong faith formation.

Experience Required:

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

Skills Required:

- Working knowledge of the *General Directory for Catechesis*, *National Directory for Catechesis*, *Our Hearts were Burning within Us*, *Catechism of the Catholic Church*, *Evangelii Gaudium*, *Catechesi Tradendae* and *The Rite of Christian Initiation for Adults*.
- Excellent communication, organizational, administrative and presentation skills.
- Proficiency with computers and online educational tools, electronic and written communication.
- Demonstrated ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision, guidelines and policies with pastors and parish leadership.
- Ability to travel extensively both within and outside the diocese.
- Demonstrated ability to be self-directed in work habits, position requires a person to be a self-starter and self-motivated.
- Knowledge and use of tools for online meeting platforms such as Zoom, GoToMeeting, Skype.
- Successful strategic planning and annual program planning and needs assessment.

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 Parish Support 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