

Diocese of Erie
St. Mark Catholic Center
Position Profile

Position Title: Executive Director of Faith Formation
Department: Faith Formation Office
Location: Erie (SMCC)
Reports To: Vicar General and Moderator of the Curia
Cabinet: Vicar General and Moderator of the Curia
Classification: Salary
FLSA Status: Exempt, Full-Time
Budget: 00538
Date Created: 04/20/2026

PURPOSE/OBJECTIVE:

The Faith Formation Executive Director provides strategic leadership, vision, and oversight for all diocesan faith formation initiatives on behalf of the diocesan Bishop. This role ensures that programs in catechesis, sacramental preparation, marriage and family life, youth and young adult ministry, are mission-driven, theologically sound, responsive to the pastoral needs of the Diocese of Erie, and aligned with the priorities identified by the Bishop. The Executive Director collaborates closely with clergy, parish leaders, and diocesan staff to strengthen lifelong evangelization and discipleship.

RESPONSIBILITIES:

Leadership & Supervision

- Provide direct supervision and support to three Directors:
 - Director of Catechesis and Sacraments
 - Director of Marriage and Family Life
 - Director of Youth and Young Adult Ministries
- Foster a collaborative, mission-focused team culture that supports excellence in faith formation across the diocese.
- Conduct regular staff meetings, performance evaluations, and professional development planning.

Program Development & Coordination

- Coordinate the development, implementation, and evaluation of diocesan faith formation programs in all ministry areas.
- Ensure all programs meet diocesan requirements, align with Church teaching, and respond to the pastoral realities of parishes.
- Provide guidance to parishes on best practices, curriculum options, and formation models.

Strategic & Pastoral Planning

- Assist diocesan leadership in long-term planning related to evangelization and catechesis.
- Identify emerging needs in parish life and develop innovative approaches to support them.

- Oversee policy development related to sacramental preparation and catechetical standards.

Collaboration & Communication

- Serve as a primary liaison between the Faith Formation Office and diocesan leadership, parish staff, and external partners.
- Communicate program updates, guidelines, and resources to parishes clearly and effectively.
- Represent the Diocese of Erie at regional and national gatherings related to faith formation.

Administration & Compliance

- Oversee departmental budgeting, resource allocation, and operational planning.
- Ensure all programs adhere to diocesan policies, OPCY requirements, and canonical guidelines.
- Review and approve program materials, training content, and public communications produced by the department.

Travel

- Travel within the Diocese of Erie is required to support parish visits, trainings, meetings, and events.

QUALIFICATIONS:

Education:

Master's degree in Theology, Religious Education, Pastoral Ministry, or a related field.

Experience:

Minimum of five (5) years of experience in catechesis and/or pastoral ministry at the diocesan or parish level. Demonstrated leadership experience in parish, diocesan, or Catholic educational ministry.

COMPETENCIES/SKILLS

- Must be a practicing Catholic in good standing with the Church.
- Strong organizational, management, and administrative skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with clergy, parish leaders, and diocesan personnel.
- Ability and willingness to travel throughout the Diocese of Erie.
- Experience supervising ministry teams.
- Experience developing diocesan-level programs or policies.

PHYSICAL CAPABILITIES/WORK ENVIRONMENT:

This position is based at the diocesan offices in Erie, Pennsylvania. Evening and weekend hours may occasionally be required to support parish events, trainings, or diocesan gatherings.

Work in relatively quiet office environment; must be able to hear phone calls and respond; must be able to lift up to 25 pounds.

Supervisor

Date

Incumbent

Date