



**Executive Director
Office of Faith Formation
Diocese of Erie
*Position Profile***

Overview of the Diocese

The Diocese of Erie (www.eriescd.org) is home to over 50,000 Catholic households and is led by Bishop Lawrence T. Persico. The Diocese was founded in 1853 and includes 13 counties of northwest Pennsylvania. As one travels through these counties, one finds cities and towns, suburbs and rural areas, farms and manufacturing centers, areas of economic opportunity and of financial distress. The Catholic population is approximately 202,000 which is 24% of the total population. Parishes, schools, universities, a college seminary, nursing homes and many charitable works form the backbone of the Church, which is a respected presence throughout the region. Today, the Diocese encompasses 97 parishes within just over 10,000 square miles. The diocesan offices are located at St. Mark Catholic Center, 429 E. Grandview Blvd., Erie, Pennsylvania.

Leadership of the Bishop

Bishop Persico was ordained and installed as Bishop of Erie on October 1, 2012. The day he was introduced to the Diocese, he said, "I come with only one agenda, and that is to share with you my faith in Jesus Christ." Over the past five years, he has maintained that focus, becoming part of the fabric of the life of the Diocese. He has visited each school and most parishes in what is the largest Diocese, geographically, in Pennsylvania. In 2014, Bishop Persico formally inaugurated a comprehensive and collaborative planning effort embraced by both the clergy and the faithful. The planning process, with the broad goal of strengthening Catholic faith and life in northwest Pennsylvania, has centered on vocations, Catholic schools, parishes, faith formation and ministries. More information on pastoral planning can be found on the diocesan website, www.eriescd.org/planning.htm.

Bishop Persico quickly became a recognized leader in the region and beyond. He serves as chairman of the board at Gannon University, one of only 12 diocesan-owned universities in the nation. He is also on the board of Regents of St. Vincent Seminary in Latrobe. He played a key role in the Diocese of Erie's participation in *Zubik v. Burwell*, a lawsuit regarding morally objectional coverage originally mandated through the Affordable Care Act that ultimately went before the Supreme Court. As a result, in October 2017, the federal government signed an agreement ensuring the First Amendment rights of religious organizations.

Background for this position

In June of this year, after 18 months of study and deliberation, the Faith Formation Task Force offered preliminary recommendations which were shared publicly at three vicariate meetings throughout the Diocese. (These also can be found at diocesan website indicated above.) Feedback from both the faithful and clergy was solicited over the summer. A newly formed Faith Formation Implementation Team is now assisting the Bishop by recommending strategic next steps. One critical and early step is to hire an Executive Director of Faith Formation to help give shape and substance to the recommendations. This new position reflects the Bishop's vision that faith formation be life-long, family-centered, and supported by trained and competent leaders. The Bishop is committed to integrating dynamic and creative youth and young adult ministry into this effort. Since this involves a broad array of ministries and initiatives, the Executive Director will share in designing the manner of collaboration and complementarity which are necessary for this model to be effective.

I. Objective

The Executive Director of Faith Formation advances a dynamic approach to evangelization which is both fully committed to the Catholic Faith and deeply aware of contemporary culture's trends, deficits and possibilities. He/she oversees a broad array of faith formation components which have as their goal to bring each person into a more personal relationship with Christ, and a more intentional relationship with the Church. In a collaborative environment, the Executive Director reviews qualitative and quantitative data, develops planning initiatives, implements them well, and evaluates their effectiveness. The Executive Director will give first attention to the parishes of the Diocese, the primary communities where faith formation occurs; yet, his/her attention will also be directed to other locations, e.g. schools, campuses. In this way, the Executive Director extends the Bishop's teaching office in parishes and other settings of faith formation.

II. Reporting Functions

The Executive Director is appointed by the Bishop of Erie and reports to the Vicar for Education. The Bishop reserves the right to make modifications to the position description at his discretion and in accord with the provisions of canon law.

It is anticipated that the Executive Director will supervise and be assisted by several diocesan Directors in specific areas of expertise, including: religious education, youth and young adult ministry, parish renewal, and marriage and family renewal. These individuals will be expected to collaborate effectively with pastors, parish leaders and each other. All will be expected to give significant attention to the work of evangelization and outreach to the "unaffiliated." It is envisioned that the Executive Director will play a significant role in identifying an effective organizational structure staffed by highly qualified individuals.

III. Responsibilities:

The essential functions of the position of Executive Director include but are not limited to the following:

1. Oversees Faith Formation in the Diocese of Erie with the specific authority given to him/her by the diocesan bishop in the following areas:
 - a. Supervises Directors in the Office of Faith Formation;
 - b. Oversees the curriculum used in sacramental preparation, and all K-12 catechetical ministry (outside of Catholic schools);
 - c. Assists pastors in the hiring, supervision and evaluation of parish faith formation leaders, religious education leaders and youth ministers;

- d. Assists pastors in aligning parish-based faith formation with the Bishop's expectations and diocesan policy;
 - e. Monitors employment processes at each parish to ensure that proper and adequate procedures are being followed for hiring, evaluation, non-renewal and termination;
2. Advises the Bishop and the Vicar for Education on all matters related to faith formation;
 3. Acts as chief spokesperson for the Bishop and Vicar of Education on matters related to faith formation;
 4. Ensures that policies related to faith formation are effectively implemented and are in compliance with diocesan policy, canon law and civil law.
 5. Prepares the annual budget for the Office of Faith Formation;
 6. Recruits, interviews and recommends all individuals to be hired within the Office of Faith Formation and provides annual evaluations for all direct reports;
 7. Facilitates a collaborative spirit and functionality within the Office of Faith Formation;
 8. Leads strategic planning for the Office of Faith Formation;
 9. Oversees the revision of diocesan policies for the Office of Faith Formation, as needed;
 10. Responds to significant questions, issues or concerns emerging from parish evangelization and formation programs, and other initiatives of the Office;
 11. Oversees professional development for lay ministers in faith formation;
 12. Oversees the implementation of the plan for faith formation identified in the diocesan planning process, *Prayer – Planning – Possibilities*.
 13. Maintains communication and good working relationships with the faith formation leaders at the local, state and national levels, including Pennsylvania Conference of Catechetical Leaders;
 14. Maintains communication and pursues collaborative efforts with the Superintendent of Catholic Schools and the Catholic Schools Office;
 15. Maintains good working relationships with the two Catholic universities in the Diocese;
 16. Coordinates public relations and media outreach where appropriate, in coordination with the Diocesan Director of Communications;
 17. Convenes and participates in team meetings of the Office of Faith Formation, diocesan religious education leaders, and other related collaborative groups within the Diocese;
 18. Prepares annual and other reports for the Office of Faith Formation along with a variety of ecclesiastical reports.

IV. Qualifications

A. Summary

The Executive Director must demonstrate a strong commitment to evangelization and life-long faith formation, be visionary and forward looking, relate well to lay, clergy and religious alike, and be willing to work effectively in the concrete circumstances of ministry in this Diocese. Must possess at least a master's degree in religious education, theology or a related field; substantive experience in administration and management preferred; must be a practicing Catholic in full communion with the Church; a background in Catholic lay ministry is highly preferred.

B. Professional

1. Has an active familiarity with the life of the Catholic Church at the parish, diocesan and national levels;
2. Articulates the vision of evangelization in the Catholic Church as well as the parameters and purposes of faith formation; and can mobilize the forces necessary to implement this vision;
3. Has knowledge of Christian education curriculum development (K-12 and adult), small faith communities, sacramental preparation and the formative power of the Church's liturgy;

4. Has a working knowledge of Roman Catholic documents regarding evangelization, catechesis, ministry, family life, and youth and young adult ministry;
5. Is familiar with appropriate research and professional discussions related to evangelization and faith formation;
6. Communicates effectively and has excellent interpersonal, oral, and written skills;
7. Able to plan effectively and follows through with prudent implementation and accurate assessment;
8. Demonstrates familiarity with various approaches to group process, problem solving, conflict management, resource and personnel allocation, and can apply such knowledge in practice;
9. Identifies and affirms the gifts and talents of others; is able to delegate responsibilities and oversee multiple areas and personnel in the varied arenas of ministry;
10. Ready to embrace, strategically plan and implement the Diocese of Erie's plan for faith formation as decided by the Bishop of Erie after a consultative process;

C. Educational

1. Holds the minimum of a Master's degree in religious education, theology or a related discipline;
2. Shows evidence of continuing professional education and intellectual curiosity;

D. Experience

1. Must have a minimum of five (5) years of experience as an administrator in Catholic ministry, preferably in a diocesan context;
2. Must have experience in teaching the faith and/or providing faith formation;
3. Previous service on diocesan committees and/or participated in diocesan planning processes;

E. Personal

1. Must be a committed, practicing Catholic in good standing with the Church;
2. Must demonstrate deep involvement in his/her faith and values consistent with the Catholic Church;
3. Possesses integrity and conviction;
4. Demonstrates vision, creativity, enthusiasm, flexibility, a sense of perspective, ability to navigate and lead change with strong organizational skills;
5. Appreciates and can articulate trends and differentiations between urban, suburban and rural parish settings;
6. Appreciates the opportunity to work with and value people from varying ideological positions, and diverse spiritual expressions within the Catholic tradition;
7. Appreciates the cultural and racial diversity within the Church and the Diocese;
8. Demonstrates excellent relational skills which include the ability to work independently, delegate appropriately, and collaborate effectively in a team;
9. Has experience with recruitment, coordination and support of volunteers;

F. Additional Requirements:

1. Discretion with highly confidential information at all times;
2. Satisfactory completion of employment and criminal background checks, as required and/or requested;
3. Completion of all training and clearances required by diocesan Office for Protection of Children and Youth;
4. Pennsylvania driver's license (or able to obtain);

5. Computer literacy, including a proficiency with Outlook functions, word-processing, and the basics of social media.

V. WORKING CONDITIONS:

Office environment; on-site visits to parishes; requires travel; weekend and evening duties will require flexibility in office hours.

APPLICATION PROCESS:

Application materials are to include: cover letter addressed to Father Rouch, resume, contact information for five references, and completed diocesan employment application form. The application form can be found at <http://www.eriecd.org/employment.asp>. The form includes a field for desired compensation.

Please email complete packet of materials to:

ffsearch@eriecd.org

Email applications are preferred. If necessary, please use the following mailing address:

Faith Formation Search
St. Mark Catholic Center
429 E. Grandview Blvd.
Erie, PA 16504

Applications will be accepted until the position is filled.