JOB DESCRIPTION

DEPARTMENT: Office of Family and Faith Formation
POSITION: Director
CATEGORY: Exempt Full Time
SUPERVISOR: Chancellor

JOB SUMMARY:
The Director of the Office of Family and Faith Formation leads a diocesan team that recruits, forms, and supports lay ministry leaders in their efforts to make disciples of Jesus. The team creates and coordinates trainings, events, seminars and workshops for Faith Formation Directors and Coordinators, RCIA Coordinators, Confirmation Coordinators, Respect Life Coordinators, Marriage Preparation Teams, Marriage Enrichment Teams, and Bereavement Teams. The Director with staff creates and supports all formation programs offered by the Diocese: basic formation, advanced formation, ongoing formation and Masters’ degree programs. In addition, the Director and staff provide orientation, consultation and support services to ministry leaders, parish staffs, movements and other Catholic organizations.

ESSENTIAL FUNCTIONS:
• Supervise five full time and one part-time staff member

• Advocate for Life-long Faith Formation, Formation of Lay Ministry Leaders and parish life that supports marriages and families

• Offer Training and Support for Lay Ministry Leaders (both paid & volunteer)
  • Provide workshops and trainings for lay ministry leaders, parish staff and parish councils including Ministry Days.
  • Provide orientation, consultation and support for ministry leaders in both parishes and movements.

• Direct Basic Catechist / Basic Ministry Formation:
  • Develop and approve parish and movement-based programs in basic catechist and basic ministry formation that qualify for California Basic Catechist Certification.
  • Track basic certification and issue certification and re-certification for parishes and schools.
  • Develop processes to help catechists and master catechists renew their certification.

• Direct Master Catechist / Advanced Ministry Formation
  • Continue to develop and implement the Lay Mission project (a three year lay ministry leadership program)
  • Develop and implement ministry training specializations in youth & young adult ministry, catechesis, Marriage preparation, social concerns, and liturgy
  • Track Master Catechist /advanced ministry certification and issue certification and re-certification for parishes and schools
  • Provide of on-going formation and support for existing Master Catechists

• Recruit and Mentor Lay Ministry Leaders (both paid & volunteer)
  • Develop and implement a Mentor program that encourages a diverse group of adult leaders to pursue advanced formation as Master Catechists and lay ministry leaders through the Institute for Lay Mission project and other Masters’ Degree Programs.

• Ensure consistent collaboration with the Department of Youth & Young Adult Ministries with common projects and initiatives

QUALIFICATIONS:
Education & Experience: Masters Degree in Theology, Catechesis or related field; minimum 5 years of experience as a Parish Catechetical Leader; solid understanding of lifelong formation; experience working with ministers from diverse backgrounds; fluent in English and Spanish (preferred, but not required); understanding of and/or experience in working for the church in Region XI (California, Nevada and Hawaii)

Skills & Knowledge: Practicing Catholic in good standing with a Vatican II ecclesiology, proficient in Microsoft Office programs; excellent organizational and interpersonal skills; can communicate effectively in both oral and written form; high skill level with supervising employees and volunteers; able to handle multiple assignments consecutively and prioritize workload