

**OUR LADY OF MOUNT CARMEL PARISH**  
**CLASS SPECIFICATION**  
**Director of Faith Formation**

**CLASSIFICATION SUMMARY:**

Under Direction of the Pastor, this position responsible for administering the Parish Faith Formation and Sacrament Preparation program to children in grades one through eighth. An incumbent in this class works with the Pastor to build a solid foundation of spirituality for the youth within the parish. This position is responsible for developing a plan that will encourage our youth to continue growing in their understanding of the Catholic faith.

**DISTINGUISHING CHARACTERISTICS:**

Director of Faith Formation is a single position class and responsible for the entire faith Formation and Youth Ministry programs. This position reports directly to the Parish Pastor.

**SUPERVISION RECEIVED AND EXERCISED:**

Direction and Supervision is provided by the Parish Pastor  
This class supervises the work of the Youth and Young Adult Ministry Coordinator, Faith Formation Assistant and Parish volunteers within the Faith Formation ministry.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; an Incumbent in this class applies the professional skills and knowledge of a specialized field to perform work with limited direction using considerable judgement. Collaborates with and advises the pastor.

**Communication with Parents and Students:**

- Directs the communication to parents and students regarding the upcoming religious training and events including the requirements of students who are receiving Sacraments, registration requirements and the parent(s) responsibility in this effort.
- Meets with parents at the beginning of each school year to outline expectations of the Parent and the children attending the religious education program.
- Distribute the calendar for the year to parents and teachers.
- Holds individual meetings with the parents of students receiving Reconciliation, First Holy Communion and Confirmation.
- Communicates to parents and the public in a timely fashion when requested.
- Ensures that the message on the office line is up-to-date with listing of the calendar of events.

**Annual Faith Formation Calendar:**

- Make the determination of how weeks may be required to successfully implement the current years curriculum.
- Develop an annual work plan indicating the desired outcomes for the new year and the budget requirements for the years Faith Formation Program.
- Work with the Parish Operations Manager for the First Reconciliation and the First Holy Communion for the new year.
- Develop and maintain a calendar that will incorporate the necessary requirements in order that students will qualify to receive their sacraments.

**Register Students:**

- Develops a registration form to be used at the end of the school year that will allow the registration of students in the new year.
- Works with the Pastor to determine the registration and educational program fees.
- Responsible for and handles all registration forms and fees with the aide of the Faith Formation Assistant
- Assists parents in the completion of registration forms and other related documents.
- Collects fees and related documents at the time of registration.
- Ensures that each child's name is transferred to the proper forms at the time of registration.
- Prepare class lists indicating the day and time children are scheduled to attend and the proper grade level is indicated.

**Catechist recruitment and training:**

- Determine the need for Catechists and grade levels upon the completion of registration.
- Advertise and announce, at mass, the need for Catechists.
- Determine the level of experience of each Catechist and the teacher training that will be required.
- Recruits, supervises, supports and evaluates Catechist volunteers.
- Prepare, copy and distribute handouts for each teacher (calendars, Circle of Grace materials, class lists with phone numbers.
- Distribute teacher handbook for the current curriculum and the teacher supply box.
- Hold individual meetings with catechists as needed.

**Confirmation Requirements:**

- Ensures that all confirmation requirements are met as prescribed by the Diocese. Register students for the "Fired-Up conference mandated by the Diocese. Ensure that each parent completes all necessary paperwork required and necessary for their child to receive the Sacrament of Confirmation.

**Book Orders:**

- Order books for the new school year.
- Place an order with the book publishing company.
- Ensure that there are enough books for each child at the beginning of the new school year.

**Budget Preparation and planning:**

- Prepare and monitor the faith formation and Youth Ministry budgets.
- Monitor income and expenses.
- Works with the Parish Operations Manager to coordinate bill payments and calculate hours worked for paid employees under the Faith Formation Program.

**Safe Environment/ Finger printing:**

- Implements and monitors the Diocesan mandates for the Safe Environment and Fingerprinting requirements of each catechist.
- Ensures that each catechist meets the requirements for fingerprinting and the attendance of a Safe Environment computer class.
- Ensures that each teacher takes the Safe Environment class every two years.
- Collaborates with custodians and maintenance personnel regarding classroom safety, proper classroom set-up and maintenance improvements and repairs that may be needed.

**Record Keeping and Educational Supplies:**

- Maintains Sacramental information forms and copies of Baptismal records for each student receiving Sacraments.
- Makes sure each form is completed properly before it is turned over to the parish office staff for entry into the parish register.
- Makes sure that the catechists have the supplies necessary to teach the religious classes. Review and determine the necessity to fill special requests from teachers.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:****Minimum Qualifications**

**Education:** Equivalent of a B.A. (M.A. preferred) in Theology/Religious Studies or a Master Catechist Certificate. Four years of experience as a Director of Faith Formation or its equivalent may be substituted for the education requirement.

**Experience:** Four years of experience teaching theology or religious studies and related course work that would provide the necessary experience to lead the work of those teaching religious studies.

**KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge of:**

- Theology and religious studies associated with the teachings of the Catholic Church.
- Current techniques and practices associated with the teaching theology and religious studies to children and young adults who are members of the parish community.
- Canon Law as it relates to the Catholic Church in general.

- Principles and practices of leadership, motivation, team building and conflict resolution relating to paid and volunteer staff.
- Principles and practices of budget preparation and administration, program planning and evaluation and supervision.
- Principles of supervision, training and program outcomes.
- Personal computers and software that relate to music composition, recording and editing.

#### **Skills and Abilities:**

- Utilize patience, enthusiasm, energy and kindness.
- Effectively utilize contemporary computer software such as Microsoft Word and Excel in the preparation of reports, scheduling and financial statements.
- Maintain strict confidentiality.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control a budget and expenditures.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively in a team environment with other managers and members of the Parish ministries.
- Handle multiple assignments consecutively and manage last minute changes.
- Prioritize workload assignments and meet program deadlines.
- Supervise, train and evaluate program performance.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, fingering, grasping, and repetitive motion; (2) standing or walking several hours per day.
- **Lifting, carrying, pushing and Pulling - Light work:** This class typically requires employees to perform the following: exerting up to 15 - 45 pounds of force occasionally with assistance, and/or up to 50 pounds of force infrequently, and/or up to 20 pounds of force to move objects.
- **Vision:** This class requires employees to have close visual acuity, with or without correction, to distinguish between normal and off shade colors and to read labels and instructions.
- **Hearing/Talking:** This class requires employees to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed instructions must occasionally be conveyed to others accurately, and quickly.

**WORKING CONDITIONS:**

- Arrives to work at a predetermined time and is prepared to begin work.
- Indoor work plus outdoor work: While most work will be performed inside Church and Dome buildings; some work will be performed outdoors.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.

**SPECIAL REQUIREMENTS:**

Prior to employment, candidates selected for employment must successfully complete and pass a background and Live Scan finger printing by the California Department of Justice.

Category: Exempt

Work Schedule:

Position Status: Part-Time

Date Revised: August 18, 2018

Date Approved:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Pastor's Signature

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Finance Council Review

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Date