

# Diocese of Sacramento

## Job Description

**Department:** Office of Family & Faith Formation  
**Position:** Assistant Director for Lay Formation  
**Category:** Full Time, Exempt  
**Supervisor:** Director, Office of Family & Faith Formation

### **JOB SUMMARY:**

The Assistant Director for Lay Formation assists the Director of the Office of Family and Faith Formation in the development and implementation of the overall vision of faith formation in the Diocese. Specifically, the Assistant Director will be responsible for forming and recruiting new Master Catechists and organizing the ongoing development of parish catechetical leadership. In collaboration with the Coordinators for Lay Ministry Formation and Support, the Assistant Director will create and coordinate formation days, trainings, seminars, and workshops for Parish Catechetical Leaders, RCIA Coordinators, Confirmation Coordinators, and others involved in faith formation.

### **SPECIFIC RESPONSIBILITIES INCLUDE:**

- Advocacy for Life-long Faith Formation and Formation of Lay Ministry Leaders
- On-Going Training and Support for Lay Ecclesial Ministers and Formation for the Lay Apostolate
- Ongoing workshops and trainings for lay ecclesial ministers, lay ministry leaders, parish staffs, and parish councils in collaboration with OFFF staff
- Orientation, consulting, and support for ministry leaders in both parishes and movements

### **Basic Catechist/ Basic Ministry Formation**

- Development and approval of parish and movement-based programs in basic catechist and basic ministry formation that qualify for the California Catechist Certification
- Tracking basic certification, issuing of certification and re-certification for parishes, schools, and movements

### **Master Catechist I Advanced Lay Formation**

- Act as a staff liaison to the Lay Mission Project Committee
- Development and implementation of specializations in collaboration with OFFF staff, other Pastoral Center Offices, Master Catechists, and parish staff and volunteers
- Tracking master catechist / advanced lay formation certification, issuing of certification and re-certification

### **Recruiting and Mentoring Lay Ecclesial Ministers Leadership for Lay Apostolate**

- Recruiting and developing Master Catechists, either through the existing Graduate Program or through other means
- Developing continued support for the future growth of the Lay Mission Project

### **Ministry Days**

- Act as coordinator of annual day of formation for ministry leaders in collaboration with the OYYA/OFFF team.

### **Other tasks as assigned by the Director**

**IDEAL CANDIDATE WILL HAVE:**

- A master's degree in theology, catechesis, or related field
- A minimum of 5 years of experience in parish and/or diocesan ministry
- Good understanding of formation, in particular formation of lay missionary disciples
- Good intercultural skills, experience working with ministers from diverse backgrounds
- Bilingual (English & Spanish) preferred, but not required