

JOB DESCRIPTION

St. Catherine of Siena

DATE ISSUED: July 29, 2022

POSITION TITLE: Parish Director of Faith Formation

FLSA STATUS: Non-Exempt Full-Time

REPORTS TO: Pastor

PRIMARY PURPOSE:

St. Catherine of Siena Church in Laguna Beach is looking to hire a Parish Director of Faith Formation. The Director would organize, direct, and oversee all faith formation programs including Youth Faith Formation (Grades K -8), Preparation for the Sacraments of First Penance, First Communion and Confirmation, and Adult Faith Formation.

ESSENTIAL FUNCTIONS:

- Develops faith formation programs through in person classes, at home family catechesis, and/or online sessions.
- Receives Pastor's approval for all Faith Formation programs.
- Teaches a comprehensive understanding of our Catholic faith so children and their families understand what we believe as Catholics and how to live out those beliefs.
- Prepares children to receive the Sacraments of First Reconciliation and First Eucharist.
- Prepares candidates for the of Sacrament of Confirmation.
- Oversees the R.C.I.A. program.
- Provides Pastor with timely communication regarding programs.
- Recruits, trains, and supports volunteers to be catechists.
- Maintains calendar for Faith Formation department.
- Orders necessary material.
- Is responsible for receiving and responding to Diocesan communication.
- Prepares and logs sacramental records.
- Maintains records using ParishSoft or another designated database program.
- Attends Diocesan and in-house meetings as requested.
- Ensures all volunteers comply with Safe Environment requirements.
- Performs other work-related duties as assigned.

REQUIRED:

- Has a grasp of Catholic theology, the Church's teachings, and traditions.
- Represents, faithfully, the teachings of the Catholic Church with integrity in word and action.
- Understands and complies with Diocesan requirements.
- Is proficient in computer use and standard office equipment.

PREFERRED:

- Has Spanish language skills in addition to English.
- Is adept at using ParishSoft.