

JOB DESCRIPTION

San Antonio de Padua Parish, Anaheim, CA 92807

<u>POSITION TITLE:</u>	Faith Formation Director
<u>JOB CLASSIFICATION:</u>	Exempt
<u>DEPARTMENT:</u>	Faith Formation
<u>REPORTS TO:</u>	Business Manager/Pastor
<u>SCHEDULE:</u>	Monday-Friday, some weekend and nights
<u>PAY RANGE:</u>	66k-80k, (Based on experience, education and qualifications)

SUMMARY:

The Director of Faith Formation & Youth Ministry plans, coordinates, and directs all parish faith formation, religious education, and youth ministry programs. This ministry position involves collaborating with a diverse catholic community, as well as promoting life-long catechesis and faith enriching programs within the parish and the Diocese of Orange. Duties also include close collaboration with the parish pastor/parochial vicar and business manager and other departmental staff and parish committees.

RESPONSIBILITIES:

- Plan, coordinate, and direct all parish faith formation and youth ministry programs, religious education, sacramental prep, adult formation, and enrichment including OCIA and seasonal faith opportunities. With emphasis on overseeing curriculum.
- Be present at weekend liturgies and other parish events.
- Regular communication with parents and parishioners.
- Recruit and train catechists and volunteers for faith formation and youth ministry programs.
- Facilitate and lead faith formation programs as needed.
- Attending and contributing to parish staff and council meetings.
- Contribute to parish bulletin announcements and parish website.
- Manage annual faith formation budget and purchasing for faith formation programs. Perform additional duties as assigned by parish pastor/parochial vicar and business manager.
- Performs other duties as assigned

QUALIFICATIONS:

- BA in education, religious education, or related field.
- Possess or ability to obtain initial catechetical leadership certification.
- Possess or ability to obtain a master's degree in religious education, Evangelization & Catechesis, Theology, or Scripture Studies.
- Ability to manage time wisely, to initiate tasks with little oversight, and demonstrate good judgement.
- Exhibit reliability and a good work ethic.

- Ability to be flexible and multi-task.
- Effective written and oral communication skills.
- Must have the ability to communicate well.
- Possess strong computer skills and the ability to utilize technology and various social media platforms.

PREFERRED:

- Confirmed and practicing Catholic Roman with a solid knowledge and understanding of the Catholic faith and nonprofit experience.
- Possess strong organizational, administrative, and leadership skills with attention to detail.
- This position is not remote.

EXPERIENCE

- Three to five years of experience coordinating religious education programs.
- Previous experience with youth ministry and teaching religious education.
- Report writing and issuance, management action follow-up and tracking.
- Executive update material preparation and presentation.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.

**Applicant candidates: please send resume and application to Becki Krupsky,
Office Manager: bkrupsky@sanantoniochurch.org.**