

## JOB DESCRIPTION

### DIRECTOR OF FAITH FORMATION

Saint Joachim Church, Diocese of Orange

**POSITION TITLE:** Director of Faith Formation  
**STATUS:** Full-time (40 hours); Exempt  
**SCHEDULE:** Sunday to Thursday, some evenings  
**SUPERVISORY RESPONSIBILITY:** Shared Office Assistant; volunteer catechists  
**REPORTS TO:** Pastor/Parochial Administrator  
**SALARY RANGE:** \$70,000-\$90,000

**PRIMARY PURPOSE:** To plan and administer the faith formation/evangelization efforts to the children and adults of the parish, with the overall mission of proclaiming the Gospel message to groups of parishioners and executing initiatives that lead parishioners to an encounter with the relentless love of Jesus Christ.

#### **QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:** Catechetical certification; fundamental understanding of Catholic precepts and principles, including Vatican Council II, Catechism of the Catholic Church, and other relevant recognized Church and catechetical sources; college degree in related field; bilingual (English/Spanish), excellent verbal/written/computer skills; minimum 3 years' experience.

**DESIRED:** Prior experience as a participant and/or leader in Church ministry; strong interpersonal skills and can work well with other people, especially with diverse communities. Certification of Master Catechist, advanced level preferred.

**EQUIPMENT OPERATED:** Personal computer with Microsoft Office proficiency, online tools proficiency (Zoom, etc.), printers/copiers, audio/visual equipment, paper shredder, postage machine, and other office equipment.

#### **DUTIES AND RESPONSIBILITIES:**

1. Ensure that evangelization and mission are at the heart of all programs and groups.
2. Assist all team members (staff and volunteers), ministries and programs to make relationship with Jesus Christ, the spread of the Gospel, and the salvation of souls the essential components of every ministry, program, gathering, and effort of our Parish.
3. Develop, plan, organize, and oversee all faith formation programs for children (K-8<sup>th</sup>) and adults of the Parish, including Religious Education for children, Sacramental Preparation, RCIA for children and adults, Adult Confirmation, Children's Liturgy of the Word.

- a. Recruit, train and oversee catechists for all faith formation programs.
  - b. Plan, develop and organize calendar, facility usage, materials, and structure for all faith formation ministries.
  - c. Working with administrative support, process applications and registration for faith formation programs, including gathering of required documentation and collecting fees.
  - d. Act as liaison with Parish office and Diocese for preparation and transmittal of necessary documentation for various sacraments.
  - e. Coordinate, plan and oversee special events for faith formation ministries (First Holy Communion, RCIA Confirmation, Easter Vigil).
  - f. Prepare budgets for faith formation programs.
  - g. Communicate program information to catechists, program participants, parents, and others.
  - h. Work with Youth Minister to ensure that middle school students participating in EDGE receive sacramental preparation as needed.
4. Create opportunities for adult parishioners to develop deeper relationship with Jesus Christ through offerings such as *Adoracion Nocturnal*, *Divina Misericordia*, Neocatechumenate, Formed, small faith-sharing groups, etc.
  5. Keep current with Diocesan, national and global trends of the Catholic Church in the field of catechesis.
  6. Attend all Diocesan-required training sessions and participate in Diocesan/Deanery networking events.
  7. Coordinate Safe Environment certification for all faith formation and liturgical programs (including staff and volunteers).
  8. Attend all regular Parish staff meetings (as well as internal meetings as assigned), webinars, conferences, and seminars.

**Please send resume and cover letter to Ree Taylor, Parish Director, at [rtaylor@stjccm.org](mailto:rtaylor@stjccm.org).**