

St. Mary's Catholic Church – Altoona, WI

Job Title: Director of Family Faith Formation

Department: Family Faith Formation

Hours: Part time, hours vary by season and day of week

Reports To: Pastor (or Parochial Administrator) or his representative

Position Overview:

To schedule, plan, coordinate, and oversee the Family Faith Formation programming in the parish.

Duties:

- With the assistance of monthly guest speakers, encourage, support, educate, and empower parents as the primary teachers of their children's faith, expressed concretely by getting them involved in sacramental preparation and in parish life as much as possible, and by providing resources to nourish prayer and faith growth at home
- Communicate clearly and in a timely fashion with the Pastor, the Pastoral Associate / Administrative Assistant, the Director of Family Faith Formation of St. Raymond's parish, the diocese, the parish catechists, and the families in the program
- Diligently and promptly implement the Safe Environment program of the Diocese of La Crosse
- Schedule monthly programming for students in grades K-10 (as well as for their parents), in collaboration with the Pastor, Pastoral Associate / Administrative Assistant, and the Director of Family Faith Formation of St. Raymond's
- Organize and coordinate Spanish-speaking volunteers to ensure that our programs work well for the Hispanic families in the parish (possibly including Spanish-language classrooms)
- Collaborate and communicate with the deanery Youth Minister and with St. Mary's parents to ensure that their children gain the maximum benefit from the deanery offerings.
- Facilitate the recruitment, ongoing training, and support of catechists and other volunteers involved in the Family Faith Formation program
- As needed, oversee the purchasing, cataloguing, and maintaining of catechetical resources
- Plan and coordinate the sacramental preparation for Reconciliation, Eucharist, and Confirmation (in collaboration with the Pastor, the Pastoral Associate / Administrative Assistance, the appropriate Catechists, and the appropriate people at St. Mary's Elementary)
- Delegate and/or oversee the liturgical planning for first Reconciliation, first Holy Communion, and Confirmation
- Delegate and/or organize the Confirmation retreat
- Facilitate the evaluation of the process, content, and performance of the catechists
- Develop and implement policies regarding Catechists, classroom behavior, disciplinary measures, and emergency preparedness
- Oversee the planning of appreciation gatherings for program volunteers
- Develop and maintain a budget which prioritizes the needs of the Family Faith Formation program (in communication with the pastor, the Pastoral Council, and the Finance Council)
- Collaborate with the parish Administrative Assistant and the Bookkeeper to ensure an adequate keeping of records, including enrollment, attendance, progress, tuition collection,

catechist certification, Safe Environment, and any other records required by diocesan policy

- Promote and provide programs of catechist certification and development
- Fill in as needed in the classrooms
- May be asked to lock and unlock the church building for any events related to Family Faith Formation in the parish
- Commit to ongoing personal and professional development through reading, study, prayer, reflection, and participation in workshops
- Maintain advanced certification status
- Attend meetings of Diocesan Area Religious Educators (D.A.R.E.)
- Communicate with the Diocesan Office of Catechesis and Evangelization
- Promote the Family Faith Formation program through communications with the parish
- Organize, coordinate, and execute individualized plans for families who are “out of sequence” or who clearly need additional catechesis
- May coordinate programming for the Rite of Christian Initiation for Adults and the Rite of Christian Initiation for Children
- May sit on the joint Leadership Team of St. Mary’ sand St. Raymond’s parishes.
- Commit and witness to St. Raymond’s Parish and the Catholic Church by faithfully participating in the Sacrament of Reconciliation and Holy Mass on Sunday (or Saturday evening), as well as living in conformity with Gospel values.
- Be committed to a daily prayer life.
- Employee may perform other duties as assigned to meet the ongoing needs of the organization

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient theological expertise
- Bachelor’s degree in theology or equivalent experience preferred
- Experience as a catechist preferred
- Bilingual capability (English and Spanish) preferred
- Advanced Certification as a catechist in the Diocese of La Crosse (or committed to attaining it promptly after hire)
- Ability to organize, prioritize, manage multiple priorities, and work with minimal supervision
- Excellent communication and collaboration skills
- Leadership and mentoring skills
- Proficiency with the internet, computers, word processing, and spreadsheets
- Able to lift and carry items weighing up to 25 pounds, rearrange tables and chairs, and carry out other job-related physical tasks.
- Familiarity and conformity with the guidelines and policies of the Diocese of La Crosse

(Pastor’s Signature)

(Date)

(Employee Signature)

(Date)