



St. Joseph Shrine Catholic Church

8743 U.S. 12 Brooklyn, MI 49230-9217 Office: 517-467-2183

Director of Faith Formation for St. Joseph Shrine

ACCOUNTABILITY Reports to Pastor

SUPERVISORY RESPONSIBILITY: Supervisor of volunteers

FLSA STATUS: This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.

HOURS: 28 to 30 Hours Full-time Salaried Position

GENERAL SUMMARY: Assists the Pastor in the fulfillment of his ministry to spread the Gospel by developing, implementing, and maintaining children and adult faith formation initiatives. This position promotes a lifelong faith development journey. Directing the religious formation for children in the parish. Brings people into full communion with the Catholic church by directing the RCIA, Adult Faith Formation, and Adult Sacramental Preparation programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Organize, schedule, teach, and oversee religious education program for children.
- Develop sound catechetical programs which meet the needs of the parishioners. Plan, implement, and evaluate the parish catechetical programs.
- Prepare an annual budget and yearly program calendar for approval. Provide monthly updates to pastor and [parish committees].
- Implement diocesan and parish catechetical policies and guidelines, including catechist certification and policies related to the protection of children and youth.
- Provide support, supervision, and evaluation for all Religious Education personnel and volunteers.
- Establish and maintain a competent religious education staff by providing formation programs and meetings for volunteer catechists.
- Counsel, advise, and meet with students, parents, and teachers when problems arise.
- Maintain the necessary records pertaining to the various religious education programs and personnel.
- Attend regional and diocesan meetings, conventions, and workshops concerning religious education. Engage in personal faith formation opportunities.

- Assesses the faith formation needs of adult parishioners and develops effective ways to educate and evangelize the adult faith community.
- Directs, facilitates, and evaluates adult faith programs such as RCIA, Scripture study groups, parish retreats, and sacramental preparation classes.
- Recruits new candidates and catechumens throughout the year and maintains communication with them before, during, and after RCIA process
- Coordinates and supervises volunteers for all adult formation programs.
- Coordinates and trains liturgical ministers.
- Coordinates special guest speakers as needed.
- Develops and maintains a parish faith formation resource library.
- Prepares and maintains the budget for all adult faith formation programs.
- Attends parish committee meetings to gather feedback and present updates on adult faith formation.

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Requires a bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent.
<u>Experience:</u>	Minimum two years of ministry experience preferred. Experience with managing a budget, recruitment, and supervision required.
<u>Require:</u>	Must be a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Must pass a background check and attend local training for the protection of children and youth.
<u>Physical Demands:</u>	Employee is expected to work on Sunday mornings during the school year.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.