

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Director of Parish Faith Formation

FLSA: Exempt

STATUS: Full-time

INTRODUCTION:

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is accountable to the Secretary for Catholic Formation

RESPONSIBILITIES:

This position provides leadership and is responsible for the ongoing development and support of programs and services for Parish Faith Formation, Grades 1-12, including comprehensive youth ministry, Sacramental Formation for First Reconciliation and Penance, Confirmation and First Communion, and serves as resource person to the Catholic School office regarding the teaching of religion. This position takes the lead in providing formation and professional development for catechetical leaders, youth ministers and for all others who provide faith formation in parishes. Works in collaboration with the other Directors of the Secretariat as well as with the parishes and all other related diocesan agencies and institutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collaborates within the Secretariat to develop quality comprehensive lifelong faith formation throughout the Diocese.
2. Supports and provides resources for parish sacramental formation programs.
3. Assists in developing and monitoring the quality of all catechetical, youth ministry and sacrament formation programs throughout the diocese.
4. Develops appropriate consultation and review to assure adherence to Church teaching in all programs and services.
5. In collaboration with the Secretary for Catholic Formation, implements and evaluates ministry formation and certification programs for full and part-time parish catechetical leaders, youth ministers and volunteer ministers involved in lifelong faith formation.
6. Tracks and maintains certification records for all full and part-time catechetical leaders and youth ministers.
7. Provides programming, services and consultation to assist and support all catechetical leaders and youth ministers and collaborates with the Catholic School Office to fulfill their catechetical responsibilities, including serving whenever possible as a member of the Catholic Identity Review Teams.

8. Collaborates with and supports the Directors of Multicultural Ministries in their outreach to their communities.
9. Supervises all aspects of diocesan youth events; i.e., theme, vetting of speakers, communication, registration, adult volunteers, teen leaders, child safety training and background screening, finances, sponsors, vendors, priests, liturgical celebrations e.g., prayer, Sacrament of Reconciliation and Penance, Eucharist (Mass).
10. Works collaboratively with the Director of Safe Environment to assure parish compliance with child safety training and background screening on all volunteers assisting in parish faith formation and youth ministry programs or events.
11. Serves as a resource to parishes and to other related diocesan agencies and institutions concerning social trends relating to lifelong faith formation.
12. Develops collaborative working relationships with publishing representatives and other outside vendors.
13. Participates in team meetings and prepares appropriate reports as requested.
14. Serves on various diocesan committees as required.
15. Participates in provincial, regional, and national organizations that support catechetical and comprehensive youth ministry.
16. Develops and implements annual goals and strategies.
17. Makes an ongoing commitment to professional development in areas of responsibilities.
18. Outlines budget needs and adheres to approved budget in realizing goals and objectives.
19. Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Master's degree or equivalent in Theology (preference for sacramental), Religious Education, or related field, plus at least 5 years of related experience in Parish Faith Formation.
2. Deep faith and personal commitment to the life of the Church, and a desire to teach and communicate this with others.
3. In depth knowledge of the Catholic Church, its mission, structures, and ministerial life, and in particular its teachings and principles on the nature of the human person, family, youth, and young adults.
4. Demonstrated leadership and organizational ability; skills and desire for collaboration, together with ability to take initiative and work independently.
5. Ability to effectively present information and respond to questions from a variety of groups.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to communicate effectively and work collaboratively.
8. Knowledge and skills to do research, writing, and prepare formational materials and programs; ability to organize, conduct, and evaluate formation programs.
9. Ability to do long range planning, and project management; resourcefulness and flexibility to achieve planned objectives in a timely manner, and also to respond effectively and creatively to emerging needs, demands, and opportunities.
10. Ability to handle stress well, and to schedule and complete objectives under various constraints and pressures.
11. Knowledge, ability and manual dexterity to use diocesan technology effectively.
12. Ability to organize and prioritize responsibilities.
13. Maintain confidentiality.
14. Good leadership skills.
15. Good interpersonal relationship skills.
16. Must pass a background check, including a criminal history investigation in accordance with diocesan policy.