

**Diocese of Saginaw
Position Description**

TITLE: Coordinator of Faith & Catechist Formation and Vicariate Liaison **DATE:** Revised January, 2025

SUPERVISOR: Director of Parish Life and Evangelization

STATUS: Full-Time, Salary, Exempt (*based on 40 hours per week*)

GENERAL DESCRIPTION

Coordinator of Faith and Catechist Formation/OCIA Position Summary:

The Coordinator of Faith and Catechist Formation/OCIA assists all parishes in designing educational and formation programs for faith formation leaders, catechists and parish leaders; consults with leaders in designing parish-based programs for children and family-based formation; assists with faith formation elements of diocesan events and offerings; and regularly communicates with parish leaders in order to maximize the gifts and talents of each faith formation leader and catechist.

Vicariate Liaison Position Summary:

The Vicariate Liaison of the Office of Parish Life and Evangelization is a human bridge between the resources of the diocesan offices and an assigned vicariate, its parishes, priests, and lay leaders. The Liaison is charged with direct parish contact approximately 20% of the time, including attending the assigned vicariate meetings, listening to and assessing needs within and among the parishes of the vicariate. The liaison also will respond to diocesan school needs within their vicariate upon the request of the Director of Parish Life and Evangelization and in collaboration with the Superintendent of Schools.

ESSENTIAL DUTIES & RESPONSIBILITIES

Coordinator of Faith Formation/OCIA

Design, monitor and evaluate programs for the education and formation of faith formation leaders and catechists; maintain comprehensive communication with all parish catechetical leaders; develop on-going educational and formational resources

Specific responsibilities include:

- Report regularly on the progress and needs of parishes to the Director of Parish Life and Evangelization
- Mentor newly hired parish faith formation leaders through group orientation and individual accompaniment
- Coach parish faith formation leaders through atypical and/or challenging situations encountered in their parishes
- Assist pastors and directors of parish life in hiring of new parish faith formation leaders when needed
- Create avenues of communication that reach all necessary groups and leaders
- Collaborate with the Office of Catholic Schools to uphold necessary levels of catechetical formation and certification
- Provide faith formation expertise on response to current issues and initiatives as needed
- Promote and ensure the implementation of all diocesan policies for Faith and Catechist Formation and OCIA, including the Safe Environment and the Code of Conduct in partnership with the Compliance Office
- Collaborate with the Office of Liturgy to implement OCIA training, formation and facilitation of the Order in parishes
- Collaborate with the Director of Parish Life and Evangelization and other diocesan offices as necessary to address parish questions regarding faith formation for persons with disabilities, especially sacramental preparation
- Assist parishes in setting up or continuing Adult Formation in parishes
- Participate in department's creation of annual plan and budget for the activities of the department, with particular responsibilities for plan and budget for Faith and Catechists Formation
- Host, lead, and evaluate gatherings, seminars, and classes on topics related to Faith and Catechist Formation/OCIA
- Interact and collaborate when appropriate with Michigan Province and national catechetical colleagues. Review and update faith formation policies as needed in collaboration with other diocesan offices

- Other duties as assigned by supervisor.

Vicariate Liaison

Prayerfully discern and create communication and collaborate within the designated vicariate and the Diocese, consistent with respecting the life and dignity of all.

Specific responsibilities include:

- Engage regional vicar, parish and ministerial leaders, listening for means to promote and energize parish and inter-parish faith and sacramental formation, worship, multicultural ministry, and the Church's social teaching
- Assist parish leaders to reach beyond parish membership to support individuals' spiritual growth

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Director of Parish Life and Evangelization
- Maintains collaborative relationships with faith formation/OCIA leaders, parish leadership, Office of Catholic Schools, other diocesan offices as necessary.

QUALIFICATIONS & SKILLS

- **Education:** Bachelor's degree (and/or Masters) in Catechetics, Religious Education, Theology, or related field
- **Experience:** Knowledge and understanding of faith formation education, with at least 5 years' experience
- **Job Related Skills:** Catholic with a gift for assisting others to grow in their faith, fully aligned with the teachings of the Church and the vision for relationship-focused support for parishes, excellent organization, communication, interpersonal and relationship management skills, excellent public speaking skills, working knowledge of Microsoft Office suite required.
- **Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.
- **Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work; employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.