

# Blessed Trinity Parish

## Position Description

**JOB TITLE:** Director of Faith Formation  
**SUPERVISOR:** Pastor

**Position Status:** Part-time, salaried, exempt

**General Description:** Furthers the mission of the Catholic Church by directing the religious education of children in the parish. This position promotes a life-long faith development by instilling the tenets of the Catholic Church through Sacramental preparation and ongoing catechetical formation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organizes, schedules, and oversees religious education and the teaching of the Catholic faith for parish children and youth in pre-K through 5<sup>th</sup> grade, in conformity with the policies of the Diocesan Office of Faith Formation and the Michigan Catholic Conference.

Works with the Pastor to coordinate faith formation for parish children, youth, and parents.

Implements Diocesan and parish catechetical guidelines, including catechist certification and policies relating to the protection of children and youth.

Recruits qualified and certified catechists and other volunteers. Supervises and evaluates all religious education personnel and volunteers.

Oversees and gives direction to weekly sessions of children's faith formation, and creates a welcoming environment for children and families.

Coordinates the purchase of needed resources for children's faith formation (books, DVDs, iPads, etc.) in collaboration with the Pastor.

Attends regional and Diocesan meetings and workshops concerning faith formation.

Works with the Pastor to coordinate Sacramental preparation for First Reconciliation and First Holy Communion, and coordinates with the Pastor the liturgical celebration of these Sacraments.

Gives direction to and coordinates the Sunday Liturgy of the Word for children.

Coordinates the parish's Vacation Bible School in collaboration with other staff.

Pursues (and encourages catechists to pursue) personal faith formation opportunities (retreats, workshops, etc.)

Works with the Parish Secretary in the recording of Sacramental information. (OVER)  
Works with the parish's Bookkeeper regarding an annual budget for Faith Formation.

Oversees the parish's Catechesis of the Good Shepherd and the parish atrium.

## **ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS**

Reports directly to the Pastor

Collaborates with the Pastor, the Music Director, and Faith Formation Commission.

Meets regularly as part of the parish staff and works cooperatively with them.

## **POSITION REQUIREMENTS**

Must be a practicing Catholic in good standing with the Church.

Must have a minimum of two years' experience as a Catholic parish catechist, be current on trends in catechetical ministry, and be a certified catechist in the Diocese of Saginaw.

Must have proven participation in the Diocesan Virtus Safe Environment program, and pass a criminal background check.

Must have a thorough understanding of the beliefs and practices of the Catholic faith.

Must be committed to collaborative ministry and to the catechetical vision of the Second Vatican Council.

Must have excellent written and verbal skills.

Must have a valid driver's license.

Regular, reliable attendance is required for this position.

## **WORKING CONDITIONS**

While performing duties, must be able to sit for long periods of time, use hands in repetitive motion tasks, and answer phone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations.

Employee is expected to work onsite. Some travel is expected throughout the school year. Weekend work is required.

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.

## **JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned.

I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor's to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_