

HOLY CROSS AREA FAITH COMMUNITY DIRECTOR OF FAITH FORMATION /SACRAMENTAL PREPARATION

I. POSITION IDENTIFICATION

- A. Hours:** 40-plus hours per week, 12 months per year
- B. Benefits:** Full Benefits
- C. FLSA designation:** Exempt – Professional
- D. Reports to:** Pastor/Rector of Holy Cross Area Faith Community
- E. Direct Reports:** none
- F. Receives work direction from:** Pastor/Rector
- G. Provides work direction to:** Volunteers

II. PRIMARY PURPOSES OF THIS POSITION

The Holy Cross Area Faith Community Director of Faith Formation is responsible for comprehensive faith formation programs (K-11) including First Reconciliation, First Communion and Confirmation in accord with the catechetical and pastoral vision of the Catholic Church. He or she selects programs with the approval of the pastor/rector, provides training and assistance to catechists, oversees programs and programming and communicates with parents.

III. CHURCH EMPLOYMENT RESPONSIBILITIES

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals, or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is required that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.**

IV. REPRESENTATIVE RESPONSIBILITIES

A. Present where needed, and ready to work as needed to meet responsibilities.

Is present and working to a pre-established schedule, except for times when job responsibilities require that these duties be carried out elsewhere. Recognizes situations requiring additional effort and responds appropriately. Contributes extra time when necessary. Provides an example of punctuality and attendance. Generally ensures that all is taken care of and ready.

B. Helps create a productive and harmonious work environment.

Promotes good morale, adequate communication, and cooperative teamwork.

C. Directs Faith Formation in the Holy Cross Area Faith Community

1. Works under the direction of the AFC pastor/rector to develop sound faith formation for K-11 students in accord with the pastoral vision of the Catholic Church.
2. Recruits and organizes volunteer catechists for grades K-11.
3. Provides support, training and evaluation for catechists as needed.
4. Oversees the implementation of Faith Formation curriculum.
5. Maintains faith formation office records and database.
6. Coordinates opening (Mass) and closing (May Crowning/Ice Cream Social) faith formation events, Baccalaureate and Volunteer Appreciation, and assists with Catechetical Sunday.
7. Oversees and implements annual Vacation Bible School.
8. Collaborates with Youth Minister and Director of Evangelization to provide a strong and cohesive faith foundation for youth.

D. Coordinates Sacramental Preparation in the Holy Cross Area Faith Community

1. Plans, schedules and oversees First Reconciliation and First Communion and Confirmation preparation program for parents and youth in both Faith Formation and NUACS.
2. Coordinates and implements First Reconciliation and First Communion parent meetings and follows up on the completion of the preparation programs.
3. Coordinates and implements tenth and eleventh grade Confirmation meetings and follows up on the completion of the preparation programs including the diocesan guidelines for Confirmation.
4. Plans, schedules, and oversees First Reconciliation, First Communion and Confirmation Masses at all four parishes.

E. Maintains the Office of the Holy Cross Area Faith Community Faith Formation.

1. Assists in the preparation of the annual budget.
2. Attends staff meetings and other employee functions, including AFC staff meetings.
3. Fulfills other responsibilities as assigned by the pastor/rector, or as identified by the employee and approved by the pastor/rector of the Holy Cross Area Faith Community.

F. Other

1. Is an active and visible member at all four sites of the Holy Cross Area Faith Community (Mass attendance, festivals, special events, etc.).
2. Attends and remains compliant with all diocesan Safe Environment training requirements.
3. Reviews Key Responsibility Areas (KRAs) and updates as necessary on an annual basis.
4. Creates SMART (Specific Measurable Attainable Realistic Timely) goals to identify growth opportunities, agreed upon between employee and rector/supervisor. The employee is responsible to communicate what is needed to achieve these goals.
5. Maintain lines of communication with parents, students, staff and parishes at large (including bulletin and website information, Crossings articles, etc.).

The responsibilities listed above describe the general nature and level of work performed by the person assigned to this position. The list is not intended to be exhaustive of the responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be found in supplemental documents, including the diocesan Personnel Policy Manual.

V. POSITION QUALIFICATIONS

- A. Bachelor's or advanced degree or its equivalent in Catholic Studies, Theology, Education or related field.
- B. Comprehensive knowledge of the teachings and practices of the Catholic faith.
- B. Experience in working with students of various ages.
- C. Strong organizational abilities and attention to detail.
- D. Working knowledge of Microsoft Word, Microsoft Excel, and Microsoft Outlook, or a demonstrated ability to quickly learn to use each of these programs. Facility with using computers.
- E. Fluency in the English language. Demonstrated ability to write well and speak well.
- F. Strong communication skills, including public speaking skills and ability to relate well with others.
- G. Ability to drive a car. Possession of a valid driver's license.
- H. Successful completion of required background checks and initial VIRTUS safe environment training. Successful completion of quarterly VIRTUS online training.
- I. Amenable to continuing education as required or requested.

All position qualifications must be clearly demonstrable to the employer.

VI. MENTAL DEMANDS

- A. Leads a life demonstrative of Christian values.
- B. Demonstrates continued growth in the knowledge and application of Church teaching and the mission of the diocese.
- C. Assesses the importance of competing needs and prioritizes appropriate responses.
- D. Works well with others. Fosters a collaborative work environment.
- E. Remains calm and patient in stressful situations.
- F. Demonstrates openness and honesty in communicating with others, while exercising discretion in confidential matters.
- G. Utilizes good written and verbal communication skills.
- H. Exhibits self-motivation, attention to detail, and organizational skills.
- I. Understands different points of view in practical affairs and works toward consensus.
- J. Provides clear and understandable guidance to parish volunteers.
- K. Demonstrates strong organizational and administrative skills.

VII. PHYSICAL DEMANDS

- A. Observes regular work hours. Shows up early for events requiring preparation and on time for other scheduled events. Works additional time as needed.
- B. Travels for diocesan meetings, workshops, and faith formation events.
- C. Sits, stands, walks, walks up and down steps.
- D. Sees, hears, and speaks well enough to competently give presentations, attend meetings, and engage in conversations.
- E. Writes with the hand and takes notes.
- F. Uses the telephone to send and receive calls.
- G. Operates a computer, including use of the keyboard and mouse, for hours at a time.
- H. Lifts office supplies and materials up to twenty pounds using proper techniques.