



# Blessed Sacrament Church

Job Description – Director of Faith Formation

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**Department:** Formation  
**Reports To:** Parish Administrator  
**Prepared By:** Parish Administrator  
**Prepared Date:** March 5, 2018  
**Approved By:** Parish Pastor



## Summary:

The Director of Faith Formation (DFF) assists the pastor in advancing the parish mission with families, youth and the greater ministerial geographic region. The DFF will be responsible for a comprehensive parish faith formation program from Baptismal catechesis through Adult Faith Formation. The **primary mission** of the DFF (through faith formation) will be to help deepen the faith communities' relationship with Jesus Christ in the context of proclaiming the Catholic faith, and to assist the community in living the Gospel mandates to love God, love neighbor and make disciples. The **primary focus** will be on encountering the joy of Jesus and equipping disciples. The **primary goal** of the DFF is to provide effective leadership, planning and execution of faith formation resulting in the formation of intentional disciples among families, youth and the greater ministerial geographic region. The DFF will work with the pastor, associate pastor, and parish administrator, as well as parish directors of religious education and formation, and other parish leaders to unify and support the fulfillment of the mission.

## Essential Duties and Responsibilities:

- Develop/select and coordinate curriculum/programs for all faith formation/catechesis while keeping with the needs and concerns of the diocese.
- Communicate knowledge of the person, message and mission of Christ to youth and adult believers and nonbelievers in a way that nourishes them at the various stages of their lives and invites them to renew their commitment to hearing and being open to the Gospel.
- Develop a formation and catechesis Action Plan which includes measurable short and long-range goals, objectives and action steps with specific times and people responsible for completion.
- Implement the plan ensuring that the resources identified in the action steps are available and evaluate its effectiveness.
- Guide and support efforts meant to bring about conversion and renewal of the parish, especially through RCIA, Baptismal catechesis, and other evangelizing initiatives.

- Promote daily personal prayer, and in conjunction with the universal Church, frequent reception of the sacraments, the Liturgy of the Hours, the Rosary, regular Eucharistic adoration and other devotions.
- Plan and implement spiritual and educational programs that promote practice of Christian virtues in the parish and the wider community including ecumenical outreach and cooperation.
- Oversee opportunities geared to personal conversion of individuals to Christ in a way that leads to spiritual renewal and greater participation in the life and worship of the Church.
- Research existing formation/evangelization and catechesis ministry programs similar to that of this parish within the Diocese of Rapid City and surrounding areas for the purpose of identifying potential methods of improving.
- Create formation opportunities, ensuring that the work remains rooted in Scripture and Catholic Teaching.
- Create necessary lesson plans to aid volunteer catechists in the presentation of classroom material
- Ensure training and support for catechists as needed
- Direct/oversee youth faith formation until youth formation minister is in place.
- Oversee and support the director of religious education, youth ministry (confirmation formation) and director of youth ministry.
- Oversee sacramental records related to catechesis.
- Annually evaluate catechism materials/programs to ensure curriculum is meeting the needs of the parishioners and achieving the goals/mission of the parish and diocese.
- Direct and oversee formation budget.
- Utilize social networking tools and other new media.
- Strengthen ways the parish deepens people's knowledge of Scripture and Sacred Tradition.
- Establish an effective communication system that keeps the youth, adults and families of the parish, members of the ministerial region and other ministries connected/integrated.
- Coordinate necessary efforts with other parish organizations, Pastoral Council and committees for total parish integration.
- Interprets and adheres to the diocesan, parish and department mission statements, goals policies, and practices.
- Other duties as assigned.

## **Supervisory Responsibilities:**

Supervises paid employees and volunteers working in the formation and catechesis ministries. Carries out supervisory responsibilities in accordance with the parish's policies and applicable guidelines and goals. Responsibilities include interviewing, hiring, and training employees and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

*Form Intentional Disciples* – Evangelize, live our faith, bear witness to the Gospel, and live in a deep union with Christ.

*Live the Core Values* – **Prayer** (seek a daily encounter with God in Christ through the Holy Spirit), **Stewardship** (live a life of generous hospitality, lively faith and dedicated discipleship), **Solidarity** (recognize and accept all people as brothers and sisters in Christ; being responsible for the common good of all), **Mercy** (the steadfast kindness, compassion and forgiveness received from God and extended to others), **Charity** (love God and others because God has first loved us), **Family** (the domestic church, the foundation of society, and communion of persons called to reflect the life of the Trinity).

*Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

*Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

*Customer Service* - Manages difficult or emotional parishioner related situations; Responds promptly to parishioner needs; Solicits parishioner feedback to improve service; Quickly responds to requests for service and assistance; Meets commitments.

*Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

*Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

*Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

*Diversity* - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment- free environment.

*Ethics* - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

*Teamwork* – works effectively with all members of the parish staff and parishioners. Effective, helpful teammate.

*Judgment* - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

*Motivation* - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education and/or Experience* – Master’s degree (minimum, preferably in theology, ministry, or an equivalent degree) or equivalent combination of education and experience.

*Language Skills* - Ability to read, analyze, and interpret formation and catechesis related periodicals, professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parishioners, community agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to parish leadership, public groups, and/or boards and councils.

*Mathematical Skills* - Ability to calculate figures and amounts such as discounts, interest, and percentages.

*Reasoning Ability* - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

*Computer Skills* - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Knowledge of the process of making disciples.

Knowledge of the Church documents on formation and catechesis, and the ability to implement the *Joy of the Gospel*, the GDC and the NDC.

Demonstrated leadership skills with the ability to inspire others to carry out the mission and ministry of formation in a pastoral manner.

Demonstrated supervisory and managerial skills, capable of overseeing multiple programs simultaneously, and prioritizing activity.

Has a passion for formation and helping others to know, love, and serve God.

Sets an example of integrity, accountability, productivity, and teamwork.

Ability to adapt and apply knowledge and skills to a variety of parish situations that may occur.

Ability to articulate the difference between initial proclamation and catechesis.

Ability to address key contemporary moral and social issues with a pastoral approach, centered in Church teaching.

*Certificates, Licenses, Registrations* - Current Driver's License

*Other Skills and Abilities* - Ability to speak Spanish is helpful.

*Other Qualifications* - Must be a member of Blessed Sacrament Parish (or become a member) and a practicing Catholic. May be waived in certain instances; Must make themselves available for planned evangelization or catechesis activities scheduled on evenings and weekends and, within established guidelines.