

Job Title: Director of Faith Formation

(part time - up to 20 hrs/week – not to exceed 1040 hrs/year)

Reports to: Director of Pastoral Ministry

Primary Function: Oversees the integration and coordination of faith formation and Sacramental preparation parish wide.

Primary Responsibilities:

- Oversee all aspects of faith formation in grades K-6 to include
 - o Catechist recruitment and training
 - o Family and child registration
 - o Family catechesis sessions
 - o Traditional classes (with possible move to family catechesis only)
- Sacramental Preparation to include
 - o Working closely with volunteer coordinator of Baptismal prep
 - o Working closely with volunteer coordinator of RCIA
 - o First Penance
 - o First Eucharist
 - o Confirmation
- Coordinate and implement Vacation Bible School (or coordinate a combined VBS with other local parishes)
- Works closely alongside Director of Pastoral Ministries and the Director of Youth Ministry