

St. Aloysius Catholic Church

JOB DESCRIPTION

I. JOB TITLE: Director of Children Formation

DEPARTMENT:

REPORTS TO: Pastor

SUPERVISES:

SALARY GRADE:

EXEMPT OR **NON-EXEMPT**

DATE APPROVED: _____ **DATE REVISED:** _____

II. GENERAL SUMMARY:

Selected candidate will have profound experience of Catholic character that melds the spirit of Vatican II vision with the particular charisms of St. Aloysius. Most notably possesses a commitment to spiritual growth, a holistic vision of ministry, an understanding of value of the sacramental life of the church, and a deep appreciation of the Eucharistic community and the over 100+ ministries there within, whereby enabling the life of the parish.

The DCF is responsible for the work of programming and coordinating ministries in St. Aloysius Parish which promote fellowship among and provide religious formation to children up to sixth grade, together with their families.

St. Aloysius Catholic Church embraces and nurtures all, inspiring each to act justly, love tenderly and walk humbly in the love of God.

III. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:

Master's degree in Theology preferred, Bachelor's Degree in Theology or related field required. 3-5 years' experience in Pastoral Ministry including Parish School of Religion and School ministry, Religious Education or related field and experience in Catholic parish ministry required. Candidate may be currently enrolled in diocesan approved post graduate religious education program. Demonstrates knowledge of principles and dimensions of Catholic evangelization, life-long faith catechesis, adult, young adult, and youth faith formation and catechist formation. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community and possesses a working knowledge of Catholic teachings and doctrine.

B. Other Qualifications:

Demonstrate a holistic approach to ministry. Ability to represent the parish and school locally and regionally in areas of Evangelization & Catechesis. Ability to recruit and train volunteers. Requires strong administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation, and collaborative ministry. Strong written and oral skills; is knowledgeable or willing to learn of current software being used by the parish i.e. Microsoft Word, Excel, Publisher as well as other technology as it applies to the parish ministry and its available services; understands the use of websites and has the ability to innovatively promote the use of technology to further the goals of the parish. Must have the flexibility to work evenings and weekends. Must have a valid, current driver's license and own reliable transportation.

C. Physical Demands:

Ability to function calmly in a variety of high pressure situations. Frequent walking, stooping, lifting, bending, kneeling, and lifting up to 25 pounds are required (workshops and meetings require transporting of equipment and materials). Requires the ability to set up small and large events.

D. Working Environment:

Personal office and varied environments both indoors and outdoors (event related e.g. outdoor rallies/marches.) Some travel is required for various programs and conferences.

IV. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

1. Essential Job Duty: Coordinator of Family Activities

Weight: 25%

Standards:

- Program Development
 - Connect children and parents into life and mission of the parish
 - Assists in preparation of Liturgical celebrations
 - Form adult teams to assist in coordinating children's programs
 - Develop PSR 1-6 Grade Team, recruit and train volunteers to serve as catechists to this program.
 - Offer teaching materials that are approved by the United States Conference of Catholic Bishops and are in conformity with the Catechism of the Catholic Church.
 - Creates opportunities for children and their parents to interact for some personal faith sharing.
 - Explore ways to provide sacramental after-care for families. (Includes Baptism through First Eucharist)
 - Reaches out and evangelizes families whose children need religious formation and/or sacramental preparation (using census to find those children who are not in any of our programs).

2. Essential Job Duty: Relational Ministry / Personal Growth

Weight: 25%

Standards:

- Utilizes opportunities to visit with/develop relationships with children and families.
 - Acts as an advocate on behalf of the children and their parents before the church and the community.
 - Maintains a commitment to ongoing development of skills and knowledge.
 - in areas beneficial to ministering to children and their parents.
 - Maintains a healthy balance between professional, spiritual, and personal life with a commitment to attend a personal retreat once a year.
 - Establishes relationships with other professional ministers in an effort to be part of the ministry network of the surrounding communities.
 - Attends diocesan deanery meetings.
 - Prepares Director of Children Formation Budget
 - Provides yearly calendar dates for the programs that fall under the Director of Children Formation
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3. Essential Job Duty: Administration Management

Weight: 20%

Standards:

- Works closely with parish and school staff (pastor, principal, youth minister, directors of worship, adult formation, childcare center, child protection, coordinator of religious education and adult leadership teams)
- Serves as staff liaison to Education Commission
- Collaboration with Adult Leadership Team to review and set the vision and set annual goals
- Works closely with Diocesan Office of Evangelization and Catechesis and the Diocesan Office of Marriage and Family Life
- Gathers data from parish census and other sources for managing information on children and their parents
- Staff liaison to the Sunday Nursery
- Works closely with VBS chair and co-chair to organize and implement the VBS program
- Works with Child Protection Coordinator to make sure volunteers are Child Protection certified

4. Essential Job Duty: Recruits and Trains Children's Church Director

Weight: 20%

Standards:

- Recruit, train and empower volunteers to serve as catechists for program
- Train catechist on how to present materials
- Trains the catechists who will be teaching the Circles of Grace program by using the Dynamics of Disclosure materials
- Infant baptism preparation
- Schedule baptismal visits with parents
- Updates Baptismal Online Seminar
- Works closely with all involved in baptisms

5. Essential Job Duty: Liaison Responsibilities

Weight: 10%

Standards:

- Education Commission
 - Staff Member
 - Attend regular staff meetings and participate in staff planning
 - Communicate to staff about the various ministries of Children Formation
 - Maintain a healthy balance between professional, spiritual, and personal life
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