

Job Posting Form

Date Posted: 4/11/2019

Send resume to: Kelly Caterina, Business Manager
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Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Director of Faith Formation

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Christ the King Parish Department Faith Formation

Location Address: 30 Lamarck Dr. Amherst, NY

Employer website: www.ctksnyder.org

Brief Job Description

The Director of Faith Formation is responsible for the planning and implementation of a comprehensive faith formation program for children through the high school years. This program shall contain catechetical, social, liturgical and service components.

This position is full time (40 hours per week) during the program year (September through May) and part time (19.5 hours per week) during the summer (June through August).

RESPONSIBILITIES:

- Development, implementation, and evaluation of a religious instruction program for children and adolescents according to Diocesan guidelines (elementary through adolescence).
- Recruit, train, supervise, and evaluate catechists.
- Review resources such as designing/selecting program materials, ordering and providing materials, setting schedules, and publicizing programs
- Register students; prepare class lists; keep attendance and sacramental records; collect program fees.
- Schedule and head team meetings for catechists; review lesson plans; provide necessary handouts, materials, etc.
- Communicate with parents through meetings, telephone, mailings, bulletin announcements.
- Participate in regional meetings, staff meetings; and inform the Pastor and/or Business Manager of issues relating to the Religious Education Department.
- Resolve conflicts, discipline students, and notify parents of issues as necessary.
- Directly supervise the Religious Education Secretary in all clerical functions relating to the department.
- Coordinate and implement Safe Environment program requirements.
- Engage parents in the heart of the catechetical program, especially in the sacramental preparation opportunities and regular support programs.
- Liturgical formation of the participants and involvement in the Mass.
- Regular involvement/presence in parish liturgies.
- Integrate worthwhile and age appropriate service opportunities into the parish/program.

- Collaborate and assist with catechumenate team (RCIA)
- Coordinate the youth ministry program.
- Run a Vacation Bible School for one week in the summer.
- Liaison with the Catholic school.
- Perform any other duties as deemed necessary by the Pastor.

Qualifications: Required Education/Experience

- Preferred degree-Masters in Theology, Pastoral Studies or related (Diocesan Catechetical Leader certification or willingness to work toward it).
- Be a person of faith, with a clear commitment to God and the Catholic Church.
- Relevant Parish Experience in Religious Education or related ministry.
- Possess capabilities in the following areas: theology; program coordination; Catechist development coordination; communication and relationship; administration.
- Experience in Faith Formation Administration.

Desired Skills

- Ability to utilize a variety of prayer styles with young people and foster their participation in the life of the faith community.
- Ability to work in cooperation with parents and other adult leaders.
- Ability to communicate with and motivate catechists.
- Appreciation of the 21st Century Church and challenges to catechesis including family life, technology, cultural realities, and the new evangelization.
- Ability to work evenings, weekends, and occasional holidays.
- Must be Virtus trained and up to date on online bulletins.
- Basic computer skills including Microsoft Word and Excel. Familiarity with Parish Data System is preferred.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than _____

Note: In addition to the Diocesan website, you can post your job postings for free on the Western New York Association of College Careers Center, Inc. (WNYACCC) at www.wnycollegeconnection.com NYS Job Bank website at <https://newyork.us.jobs> . Craigslist at <https://buffalo.craigslist.org> will charge \$25 per post, per category.