

Job Posting Form

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Send completed application to: Ann Zilliox
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: azilliox@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Director of Family and Sacramental Life

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

Employer: Diocese of Buffalo Department _____

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

This Director works collaboratively across the Divisions for Pastoral Services and Evangelization and Catechesis to promote a holistic and sacramental vision of family life which includes aspects of pastoral care, evangelization, catechesis and sacramental preparation. This position serves to support a unified vision of the family as an agent of Christian discipleship within the parish. Liaison between the Divisions of Pastoral Services and Evangelization and Catechesis.

Qualifications: Required Education/Experience

- Education:** Master's Degree in theology or pastoral ministry or a related degree with experience.
Experience: At least five years of demonstrated leadership experience in a diocese, parish or related Catholic institution.

RESPONSIBILITIES:

Family Life A -

- Sacramental Preparation for Marriage** - Oversee diocesan programs that prepare couples for the sacrament of marriage. Consult with parish leaders on essentials of preparation for the sacrament and help select models and resources that fit particular parish or vicariate needs in a way consistent with church norms and diocesan policies. Support and promote local (parish or vicariate) programs for marriage preparation. Encourage vicariates and/or parishes in developing a marriage mystagogia that supports married couples in their sacrament and encourages the development of the domestic church.
- Baptismal Preparation and Mystagogia** - Collaborate with other members of the Division for Evangelization and Catechesis in formation of parish leaders responsible for baptismal preparation. Provides parish personnel with guidance, training and support in the best methods to enrich and engage young families in the life of the parish.
- The Rite of Christian Initiation of Adults** - Coordinate diocesan catechumenate events including the Rite of Election, a Lenten catechumenate retreat, and the Neophyte Mass. Coordinate formation experiences for parish catechumenate coordinators and teams consistent with best practices in the Rite of Christian Initiation of Adults (RCIA) in collaboration with other

members of the division for evangelization and catechesis. Maintain a Diocesan Catechumenate Board of qualified members who advise and assists in the implementation of the RCIA across the diocese. Monitor parish compliance with the Rite and serve as a resource person to parishes with adults seeking to be confirmed.

4. **Family Life Formation** - Curate materials, provide formation, and foster best practices for the task of evangelization at home – encountering Christ, following Christ, finding joy in Christ, and sharing Christ. This person will provide resources to parish personnel who share responsibility for supporting parents and grandparents as missionary disciples. This role requires collaboration with others within the Division for Evangelization and Catechesis and Pastoral Services, who support parish personnel responsible for nurturing faith at home. The scope of this formation focuses on applying faith to such questions as life transitions, discernment of life direction, at-risk behaviors, the nexus of faith and finances, developing and discerning conscience, dealing with loss as a paschal process, and cultivating mercy and justice both in the home and beyond.
5. **Digital Resources** - Curate and promote online resources in conjunction with collaborators for the RCIA catechumenate, marriage and baptismal preparation and adult faith formation. Ensure that related information on the Diocesan website and social media is up-to-date and is attentive to curating contemporary digital resources and print resources that can be made available for loan.
6. **Inter-divisional Collaboration** – Foster inter-division collaboration through active participation in relevant project team and staff meetings as the Heads of the Divisions for Pastoral Services and Evangelization and Catechesis.

Family Life B –

1. **Outreach To Those In Non-Sanctioned Unions** - Develop outreach services that support divorced couples, equip parish personnel to respond to diverse and evolving needs of non-traditional families. Develop competent annulment companions and other outreach personnel in each vicariate to accompany those who are in non-sanctioned marriages, but who desire to practice their faith and participate in parish life and maintain a database of recently married couples with contact information so that the couples can be offered marriage enrichment opportunities and welcomed into parish life.
2. **Crisis and Life Transitions** – Develop and coordinate life crisis and transition support services (birth, divorce, addiction, unemployment, end of life, etc.). Encourage the competence of parish personnel in identifying and responding to in collaboration with Catholic Charities, Catholic Hospitals, Baker Victory Services, etc.
3. **Promote the Sacrament of Marriage and Provide Support Services** - that foster the sacramentality of marriages. (E.g. conscience formation, Natural Family Planning, Theology of the Body) and equip parish personnel in the pastoral disciplines that accomplish such outcomes. Oversee initiatives that celebrate and promote marriage and family life (e.g. Diocesan Anniversary Mass, Mom's Groups). Support parish leaders with resources and formation necessary to assess family needs and communicate opportunities for families. Consult and provide resources to parish personnel who seek to call families to an intentional and missionary discipleship in the community, and in the world through outreach such as the St. Gianna Outreach & the Mother Teresa Home.
4. **Professional Development, Public Relations and Office Administration** - Manage a budget and assume other responsibilities as requested by the supervisor in consultation with Heads of the Divisions for Pastoral Services and Evangelization and Catechesis. Pursue a prioritized plan of professional development in the varied elements of evangelization, catechesis, sacramental praxis and pastoral care, this role. Establish an advisory board and serve as a community liaison with other churches, agencies and organizations who share our commitment to healthy and holy family life.

5. **Inter-divisional Collaboration** – Foster inter-division collaboration through active participation in relevant project team and staff meetings as the Heads of the Divisions for Pastoral Services and Evangelization and Catechesis.

Special Requirements

- Fully initiated Catholic and participating member of a Roman Catholic faith community;
- Knowledge of and support for the teachings of the Roman Catholic Church, especially the *Catechism of the Catholic Church*, *Rite of Christian Initiation of Adults* and current Church documents as they pertain to evangelization and catechesis;
- Understands the relationship of adult faith formation within the context of a parish-wide plan for lifelong faith formation;
- Skilled in consultation and practices appropriate adult learning methods;
- Ability to maintain confidentiality;
- Ability to travel throughout the Diocese of Buffalo and work occasional evenings and weekends;
- Computer capability and internet literacy.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**