

Our Lady of Peace and St. Mary Magdalene Parishes

Director of Faith Formation Role Description

Position Title: Director of Faith Formation

Summary Statement/Purpose: This position is jointly established by the Parish of Our Lady of Peace and the Parish of St. Mary Magdalene. The position will function as the primary resource in assisting the two Pastors with the development and implementation of Faith Formation within the two Parishes at each of the church sites.

Ideally, this position is not to fill the role of a 'particular' coordinator of faith formation for any of the Church Sites in these two Parishes. Rather, the person filling this role will assure that there are coordinators or coordinating teams or committees for coordinating particular programs, projects and 'offerings' in the area of Faith Formation for Children, Youth and Adults. This position is responsible to initiate, support and assist in 'resourcing' these efforts in both parishes.

When there is a 'Faith Formation' program or project offered that is shared and offered to both parishes, the costs will be prorated among the two Parishes on a 40%-60% basis.

Pastoral Responsibilities:

1. To work in collaboration with the two pastors and two Pastoral Councils in establishing a vision and priority list including timelines for implementation of this vision.
2. To assure there are coordinators or coordinating teams or committees in each Parish and Church Site for the programs and projects related to Faith Formation for Adults, Youth and Children.
3. To assure that these coordinators and coordinating teams or committees are adequately trained, supported and resourced to carry out their roles.
4. To research new programs and support resources for existing programs and initiate and support their implementation.
5. To ensure that registration at all church sites is completed. To gather and maintain accurate contact lists of Religious Formation participants at all Church Sites. To collect and file attendance records for all Church Sites for Diocesan Responsible Ministry Protocols.
6. To gather and track all required paperwork for Sacrament Preparation related to Faith Formation at all Church Sites. To ensure that certificates and appropriate Sacrament Notifications are properly prepared and distributed. To supply parish offices with all sacrament details to be entered into parish records.

7. To act as the main connection between the Parishes and their Coordinators and Coordinating Teams, Committees and Catechists/Leaders with the Diocesan and Regional Religious Education/Faith Formation Coordinators such that their workshops, retreats and initiatives benefit as many as possible.
8. To effectively utilize the Websites and Facebook Pages for each Parish in enhancing the Faith Formation of Adults, Youth and Children.

Administrative Responsibilities:

1. To assure that responsible ministry protocols are followed for all Faith Formation offerings. This will not involve over-seeing the 'responsible ministry protocols' for either parish. The focus will solely be on the Faith Formation offerings.
2. To work collaboratively with the Pastors, in preparing a Budget ,to be presented and approved by the Pastoral Councils and subsequently by the Finance Councils.
3. To manage the approved budget for Faith Formation by ordering and approving the purchase of any materials related to Faith Formation and obtaining the approval of the Pastor of the particular parish with respect to incurring expenses for anything related to Faith Formation.
4. To seek from the Pastors, prior approval for anything that was not foreseen within the Budget and for expenditures for Faith Formation Purposes in excess of the approved budget.
5. Maintain social media and website on a weekly basis for Our Lady of Peace Parish.

Working Terms and Conditions:

This is a fulltime shared position with Our Lady of Peace Parish and St. Mary Magdalene Parish. The required hours worked average 35 hours weekly, split 40% (14 hours weekly) dedicated to Our Lady of Peace Parish and 60% (21 hours weekly) dedicated to St. Mary Magdalene Parish. There will be no overtime offered however flexibility is required in recognition that some weeks will require more than 35 hours of work and some weeks will require less than 35 hours of work. The holder of this position is to keep the two pastors fully apprised of the hours worked each week.

This position will be provided a main office to be situated at St. Dunstan's Site and St. Mary Magdalene Parish will provide this office space, a cell phone and Laptop Computer and related costs for use in both parishes.

This position may require some travel to each church site within the two Parishes. There will be reimbursement for travel related to work.

The holder of this position will have an annual performance review conducted by the two Pastors of the parishes. The holder of this position will meet regularly with the two pastors to establish detailed work plans and a review of them.

This position reports directly to the two pastors of Our Lady of Peace Parish and St. Mary Magdalene Parish .

