

Position title: Director of Faith Formation

Location: Saint Gabriel the Archangel Parish, Upton, Massachusetts

Reports to: Pastor

Type: Exempt

Position Summary

The Director of Faith Formation is responsible for designing, implementing, and evaluating the total parish religious education program, including religious education for elementary through high school, Sacrament years, O.C.I.A., and adult education.

Our Mission

As an employee of the Diocese of Worcester, you share in the mission which Christ entrusted to the Church, to spread the Gospel, to serve our brothers and sisters and the human family in love, and to build up the Body of Christ which is the Church. Our employees must share, appreciate, and uphold the teachings, principles, legislation, policies, and traditions of the Catholic Church in the Diocese of Worcester, both in word and in example. As coworker in the vineyard of the Lord, our work is not only occupational but vocational: A call to improve quality of life by bearing witness to the presence of Christ and his Church in the world.

Principle Duties and Responsibilities

Principle duties and responsibilities include:

- Designing a system for determining the religious education needs of the parish, employing diocesan guidelines.
- Collaborating with other staff members and volunteers to develop goals and objectives.
- Designing and implementing a meaningful, long-term plan for the total parish religious education program which incorporates evaluative findings and includes:
 - Religious education and enrichment programs for youth and children (grades 1-11).
 - Sacramental preparation programs for First Holy Communion, First Reconciliation, and Confirmation.
 - Religious education summer programs for grades 5-11.
 - Adult faith formation opportunities.
 - Assisting in preparing adult converts through O.C.I.A., completion of initiation, or reception into full communion.
 - In-service formation and spiritual enrichment for catechists.
 - Sacramental programs, including appropriate liturgical celebrations.
 - Meetings and activities with parents and catechists.
- Recruiting and training the educational volunteers in effective methods, techniques of religious education, and effective use of teacher manuals.

- Selecting educational materials utilized within the program, including textbooks, audio-visual aids, online materials, and resources and other materials necessary for the effective development of the program.
- Ensuring that suitable publicity is arranged for all educational program events.
- Communicating policies, goals, and the schedule of educational program activities to all parishioners.
- Monitoring and evaluating personnel, content (including component materials) and the quality of all parish religious education programs on an ongoing basis.
- Directing the organization and maintenance of the parish religious education office.
- Coordinating the scheduling of all religious education programs, including standard weekly schedules and flexible alternative scheduling.
- Ensuring that permanent records of programs and their participants are maintained.
- Providing the rationale for and participating in the preparation and monitoring of the budget for parish educational needs.
- Pursuing ongoing self-enrichment and professional development and keeping abreast with trends in religious education.
- Performing related duties as determined by mutual negotiation with the pastor.
- Exercising sensitivity to the family circumstances of learners.
- Nourishing spiritual life and ensuring relatable spiritual experiences for all ages.
- Collaborating with the Diocese of Worcester's Office for Religious Education.
- Building solid relationships with colleagues, parishioners, volunteers, and the community, including:
 - Ensuring confidential information is treated as such.
 - Ensuring discretion and privacy honored in all you do relating to the Church.
 - Treating colleagues with respect and dignity.

This job description seeks to provide clarity and focus to the general role. It is not intended as—nor can it be seen as—an exhaustive list of every task that may emerge during the course of work, nor is it a static document. The pastor has the right to assign or reassign duties and responsibilities at any time. In these times of great change, ministry takes many forms and goes in many directions. All positions in the parish must be prepared to shift focus as the needs of the parish and ministry change.

Qualifications and Skills

A candidate for this position must possess the following applicable knowledge, skills, and abilities and be able to demonstrate and provide applicable examples to support his/her competency:

- A master's degree in religious education or an equivalent field or a bachelor's degree which includes studies in education and religious studies/theology.
- An understanding of religious education as a ministry devoted to quality, life-long continuing education.
- A commitment to personal continuing education in theology and methodology.

- Strong written and verbal communication skills.
- Appropriate professional appearance, behavior, and demeanor in person and on the phone.
- Strong organizational and problem solving skills.
- A positive Christian attitude towards all you interact with in your role.
- Accurate, high-quality work product.
- Progressive teaching methods that create relatable experiences for learners of all ages.
- Appropriate technology knowledge and skills as dictated by the position, including a working knowledge of Microsoft Office and internet search skills
- Understanding of the Catholic Church and its current initiatives.

While not required for application, preference will be given to:

- At least five years of teaching experience on a variety of grade levels.
- Proven record of leadership and at least three years of experience in church/parish or not-for-profit industry with demonstrated proficiency in management and human resources.
- Working knowledge of Zoom, audio/video programs, and ParishSoft.

Hours

This is a full-time position.

Salary

The Diocese of Worcester uses the New England Conference of Diocesan Directors of Religious Education's ministry analysis worksheet to calculate salary for religious education staff. The parish is committed to offering as competitive a salary as possible, according to the abilities of the employee, but recognizes that other financial factors regarding the operation and upkeep of the parish will affect our budget the salary that the parish is able to offer. Applicants are encouraged to be honest with any needs or expectations for salary when applying.

Benefits

Starting benefits include:

- Social Security;
- Medical (Hospital, medical surgery, major medical);
- Pension plan;
- Leaves of absence for:
 - Education;
 - Health, and;
 - Insurance.

Additional, negotiable benefits may include:

- Life insurance;

- Paid holidays;
- Vacation time;
- Sick days;
- Continuing education benefits;
- Word-related mileage and travel;
- Conference and workshop fees, and;
- Family leave.

Instructions to Apply

Applicants may apply by writing Father Lucas LaRoche, associate pastor and interim director of religious education, and including a copy of a résumé or curriculum vitae, and a list of references. Applications may be made using the following information:

Rev. Lucas LaRoche
Saint Gabriel the Archangel Parish
151 Mendon Street
Upton, Massachusetts 01568
llaroche@stgabrielma.org