



SAINT BERNARD'S CHURCH

3100 Hempstead Turnpike
Levittown NY 11756
(516) 731-4220

St. Bernard's Church in Levittown is seeking a full-time Director of Family Faith Formation. A part-time option may also be available if two people would be interested in sharing this ministry.

The person filling this role is expected to work and minister for 35 hours a week. These hours include session times on Monday and Wednesday afternoons and evenings and Saturday mornings, October to May and on additional occasions, as needed.

The Director of Family Faith Formation leads the parish in its efforts to minister to, engage, support, and invite families into a deeper relationship with Christ and the Church, most clearly through engagement with the local parish. He/she is the primary organizer and motivator in coordinating the Faith Formation program for families with children in elementary and middle school. The Director of Faith Formation is a member of the Pastoral Team and reports directly to the Pastor.

Qualifications

The successful candidate will:

- Be a practicing Roman Catholic who participates in the liturgical and spiritual life of his/her own parish or Saint Bernard's.
- Upholds, understands and embodies the teachings of the Roman Catholic Church.
- Hold a degree in Religious Education/Theology/Education or related fields.
- Be familiar with RCIA for children.
- Meet all safe environment requirements of the Diocese of Rockville Centre.
- Possess excellent written and oral communication skills.
- Have appropriate computer skills in order to communicate with families and staff
- Understand issues relevant to the ministry in terms of human resources, legal issues, and risk management.
- Has a flexible, supportive and welcoming attitude when dealing with parents
- Bi-lingual (English/Spanish) ability is a plus

Areas of Responsibility

The Director of Faith Formation will:

- Provide supervision during all family meetings and session meeting times.
- Evaluate and adapt the available resources to most effectively serve families and young people, with a focus on developing a family-based model of faith formation/catechesis.
- Coordinate Levels 1-8 of the Faith Formation program.
- Recruit, train, support and supervise catechists.
- Develop an ongoing formation program for catechists.
- Supervise, manage and direct all members of the faith formation staff.
- Serve as a resource and liaison and actively collaborate with other ministries of the parish.
- Attend bi-weekly staff meetings

Program Notes:

The Family Faith Formation program holds weekly sessions of classes in the school building, between October and May. These are led by volunteer Catechists. One week, each month, parents attend a "Family Meeting" with their children in the Church, for a one hour session led by peer couples.

Time in September is used to do some Catechist formation and prepare class assignments.

The current staff of our Family Faith Formation program includes:

- A full time secretary who is responsible for record keeping and communication with catechists and families
- Three part-time coordinators who are present during session times and Family Meetings and who are involved in the preparation of children and families for the sacraments of Penance, Eucharist and Confirmation.
- The pastor who leads sacrament parent meetings, parent-child retreats, and who develops the monthly Family Meetings with the peer couples who will be presenting.

The Sacrament of Penance is celebrated with those who are prepared in January.

The Sacraments of Confirmation and Eucharist are celebrated during the Easter Season.

The Director of Family Faith Formation meets with the rest of the Pastoral Staff usually once every two weeks (currently on Tuesday afternoons).

Applicants:

While this job description describes a full time position, the parish is also open to engaging two part-timers who would divide the responsibilities based on areas of expertise and availability.

Salary negotiable and commensurate with experience and qualifications.

TO APPLY:

E-mail resume and cover letter to the pastor, Father Ralph Sommer at:

shepherd@stbernardchurch.org