

**Director of Faith Formation Job Description  
For the  
Catholic Communities of S-11 which include:**

**All Saints  
8939 Montgomery Road  
Cincinnati, OH 45236**

**and**

**St. Vincent Ferrer  
7754 Montgomery Road  
Cincinnati, OH 45236**

Status: Full-time, Exempt, 12 months  
Reports to: Pastor

**I. PRIMARY FUNCTION OF THIS POSITION**

The Director of Faith Formation administers (designs, develops, directs, and evaluates) the total Family\* catechetical programs in light of current Catholic practices. The Director of Faith Formation envisions and strategically builds a dynamic, faithful, and relevant foundation for children and adult religious and catechetical formation. This individual will work closely with the Director of Evangelization and the Director of Worship and Mission as their roles are intertwined.

**II. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

**1. Leadership and Administration**

The Director of Faith Formation manages the following functions and tasks including delegation and supervision of coordinators and support personnel who assist with these duties:

- Stays current regarding Universal Church, USCCB (National) and Archdiocesan guidelines, trends in theology and catechesis, Family goals and developments, and brings these to discussions with various commissions and Family staff.
- Participates and provides leadership for goals-setting and policy development in the area of faith formation.
- Designs digitally-attuned and analog catechetical programs which support lifelong learning and are informed by Archdiocesan guidelines, schools and Family needs.
- Articulates the vision and the direction for the Family catechetical program.
- Promotes and implements plans and programs with appropriate personnel.
- Communicates the plans, progress and needs within the Family.

- Recruits, trains, supervises, and evaluates regular and occasional volunteers to staff programs and serve on committees.
- Administers and monitors the Archdiocesan Catechist certification process for Family and school catechists including observation, assessment, application, and renewal.
- Establishes an annual calendar for all catechetical programming and negotiates space and facilities for same.
- Creates, submits, and monitors Faith Formation budget according to the Family budget process; acquires and manages resources for various catechetical ministries and programs.
- Maintains records for all catechetical programs including attendance, fees, staffing, etc.
- Oversees implementation of Family and Archdiocesan policies and guidelines related to Faith Formation.
- Represents the catechetical ministry within the Family; represents the Family in Archdiocesan and inter-Family catechetical meetings and functions.

## **2. Catechetical Programs and Formational Activities**

The Director of Faith Formation executes all analog and online Family faith formation programs and activities by:

- Discerning, recruiting, forming, and evaluating coordinators for PreSchool, Families Leading Our Catholic Kids (FLOCK), Children’s Liturgy of the Word, God’s Words of Wonder, Vacation Bible School, Youth Catechesis, Jr. High and High School Youth Ministry, Adult Catechesis, and other formal programs.
  - Using both analog and digital catechetical and communication resources, provides training and support for program coordinators and catechists.
  - Overseeing selection of curriculum and resources according to Archdiocesan guidelines.
  - Acting as liaison for clerical, facilities, and maintenance needs for programs.
  - Providing direction and assistance with liturgical and prayer celebrations.
- Working with Family leadership, committees and volunteers to design, plan, promote and implement new program models and occasional events and opportunities for faith formation.
- Supervising preparation and selection of materials for various special programming and other Family needs.
- Coordinating yearly ARC Assessment

- Providing leadership and direction or resourcing for catechetical and liturgical programs for the Family and schools including:
  - Selection and implementation of religion curriculum
  - Scheduling and preparation of school liturgical experiences in consultation with principal, pastor, teachers and music director.
  - Rehearsal of student liturgical ministers for liturgies and prayer celebrations

### **3. Sacramental Preparation**

The Director of Faith Formation is responsible for the direction and coordination of infant Baptism, First Communion, First Penance, Confirmation and Marriage preparation in conformity with current guidelines and employing a parish and Family focus. This may include supervision of coordinator(s). Duties include:

- Recruiting, forming and supervising catechists and teams.
- Developing curriculum, processes and program components.
- Preparing schedules, materials, handouts, planning sheets, etc.
- Providing parent sessions, family/sponsor/candidate workshops, retreats and home activities.
- Coordinating plans and preparation for related rites and liturgies in cooperation with presider, musician and Family liturgist.
- Communicating relevant information to catechists, parents, candidates, pastor, music director, sponsors and Family-at-large.
- Recording data in individual parish sacramental records.
- Coordinating Marriage preparation with the Presider/Pastor for those couples getting married at All Saints Church or St. Vincent Ferrer Church.
- Assisting with annulment preparation for individuals planning for marriage at All Saints Church or St. Vincent Ferrer Church, as needed, in coordination with the Presider/Pastor.

## **III. POSITION SPECIFICATIONS/REQUIREMENTS**

### **A. SKILLS, KNOWLEDGE AND ABILITIES**

- Roman Catholic Theology, Catechesis and New Evangelization Skills and experience.
- Familiarity and experience with digital resources and programs, online and in-person teaching methods, digital course content creation and management.
- Organizational Leadership
- Excellent written, interpersonal communication and relational skills
- Administration and Staff Development
- Analog and Online Program Development

## **B. EDUCATION, TRAINING, EXPERIENCE**

- Must be a faithful Roman Catholic in good standing
- Bachelor's Degree in Religious Studies, Pastoral Ministry, or equivalent required.
- Master's Degree Preferred
- Minimum of three years ministerial experience in a Catholic parish/Family.
- Digital course design, social media competence, online and in-person meeting organization and facilitation
- Experience with Sacramental preparation preferred.
- Experience with Marriage Preparation and annulment processes preferred.

## **IV. WORKING ENVIRONMENT**

- Position requires frequent evening and weekend work.
- Employees of All Saints/St. Vincent Parish Family will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

\*Family (capitalized) refers to our parish Family of All Saints Church and St. Vincent Ferrer Church.