

# DIOCESE OF SAN JOSE

## **POSITION TITLE: Director of Faith Formation**

### **POSITION SUMMARY:**

The Director of Faith Formation provides leadership, services and resources to assist pastors and parish catechetical leaders in carrying out the catechetical mission of the Church.

### **DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provides consultation and resources to pastors and parish catechetical leaders to create a faith forming culture.
- Promotes the vision and implementation of adults at the center of faith formation.
- Convenes the Catechetical Advisory Board to analyze faith formation needs of the diocese and to develop the diocesan faith formation plan. Collaborates with the Word committee.
- Provides initial and ongoing training and spiritual formation of catechetical leaders through Faith beyond 2000, Institute for Leadership in Ministry english catechist track, master catechist program, and Santa Clara Faith Formation Conference.
- Develops processes for the recruitment, approval, orientation, placement, ongoing formation, evaluation, and retention of faith formation leaders.
- Build relationships with and networking among parish catechetical leaders especially through regular cluster meetings. Encourages and motivates catechists through diocesan and parish commissioning rites, awards banquets (Pius X) and ongoing affirmation.
- Certifies parish catechists and maintains records.
- Collects faith formation statistics and information annually.
- Represents the diocese of San Jose at state and national faith formation meetings.
- Collaborates with directors in the Department for Evangelization and the Office of Education on common projects and issues.
- Communicates faith formation events, training and resources regularly by email and monthly faith formation newsletter
- Provide faith formation resources to meet the needs of persons with disabilities
- Develops and updates faith formation diocesan guidelines and policies
- Keeps faith formation leaders informed concerning important church documents and recommendations that pertain to catechesis.
- Develops and manages the office budget.

### **OTHER OR SHARED RESPONSIBILITIES:**

- Works in collaboration with other colleagues in the Department toward implementation of the Diocesan Pastoral Plan and Evangelization Framework.
- Sits on the curriculum committee for the Institute for Leadership in Ministry
- Sits on the Confirmation Conference Committee
- Sits on the core team of the Santa Clara Faith Formation Conference Committee
- Sits on the Catechumenate Advisory Committee

### **SUPERVISORY ROLE:**

- This position the faith formation administrative assistant

### **EDUCATION AND/OR EXPERIENCE:**

Master's Degree in catechetical ministry, religious education, theology, pastoral ministry or equivalent, and at least 3-5 years' experience in diocesan catechetical ministry or 7-10 years in parish catechetical leadership position

**LANGUAGE SKILLS: Spanish or Vietnamese preferred, but not required**

Ability to read and understand church documents, guidelines and theological and catechetical journals.

Ability to write letters, reports, guidelines, policies, evaluations, newsletters and announcements

Ability to develop and present formation and training workshops for catechists, catechetical leaders and others.

Ability to understand, explain and answer questions related to diocesan policies.

Ability to evaluate presentations and offer constructive feedback.

**TECHNICAL SKILLS:**

Proficiency in Microsoft Office and basic knowledge of internet applications and social media platforms.

**OTHER REQUIREMENTS:**

The employee must demonstrate a history of effective leadership, good judgment, initiative, confidentiality and discretion. Must be a practicing Roman Catholic.

**HOW TO APPLY:**

Please submit a resume and cover letter to Christina Dickson at: [jobs@dsj.org](mailto:jobs@dsj.org)