St. Sebastian Church
Byron Center, MI

Position Title: Director of Elementary Faith Formation
Reports To: Pastor
Supervises: Catechists
FLSA: Exempt
Effective Date: July 2022

BROAD STATEMENT OF RESPONSIBILITIES:
Furthers the mission of the Catholic Church by directing the religious formation programs for children and youth in the parish. This position promotes a lifelong faith development journey by instilling the tenets of the Catholic Church through Sacramental preparation and ongoing catechetical formation.

PRINCIPAL RESPONSIBILITIES:

- Organize, schedule, teach, and oversee a faith formation program for children and youth, Pre-K through 6th grade. This includes sacramental preparation for First Reconciliation and First Holy Communion which are celebrated in 2nd grade.
- Plan, implement, and evaluate the parish catechetical programs.
- Supervise the parish nursery program.
- Prepare an annual budget and yearly program calendar for approval. Provide monthly updates to pastor and parish staff.
- Implement diocesan and parish catechetical policies and guidelines, including catechist certification and policies related to the protection of children and youth.
- Provide support, supervision, and evaluation for all elementary faith formation personnel and volunteers.
- Recruit qualified and certified catechists and other volunteers to teach.
- Establish and maintain a competent core of catechists by providing formation programs and meetings for volunteer catechists.
- Counsel, advise, and meet with students, parents, and teachers when problems arise.
- Collaborate with the pastor and pastoral staff to plan liturgical celebrations and sacramental rites for students.
- Maintain the necessary records pertaining to the various faith formation programs and personnel.
- Collaborate with pastor and pastoral staff to set long range goals for the faith formation of the parish community.
- Attend regional and diocesan meetings, conventions, and workshops concerning religious education. Engage in personal faith formation opportunities.
- Serve as a resource on catechetical matters such as current trends, instructional materials, and in the development of policies.
- Other duties as assigned.
KNOWLEDGE, SKILLS, ABILITIES

• Bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
• Minimum of two years of experience as a catechist or involvement in other parish ministry required. Must have stayed current on trends in catechetical ministry.
• Proven participation in the diocesan Virtus Safe Environment program. Must pass criminal background check.
• While performing duties, employee must sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required throughout the school year. Weekend work is required.

FAITH

• Must be a fully initiated Catholic, in good standing, who adheres fully to the teachings of the Catholic Church in word and witness.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.