

# Diocese of Nashville

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## Director of Faith Formation

### Description

The **Director of Faith Formation** is a member of the pastoral team responsible for the catechetical programs (including Christian formation, religious education, and sacramental preparation) designed to lead adults, young adults, youth, and children in the faith community to maturity of faith through instruction and formation in the Christian life.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

### Overall

1. Creates a plan for catechetical and spiritual formation to evangelize, disciple, and catechize all parishioners.
2. Assesses program needs and sets goals and objectives for the program through collaboration with the pastor and other staff and volunteers at the parish.

### Catechesis and Sacramental Preparation for Children

1. Oversees Sunday religious education for grades Pre-K through 8, including sacramental preparation for grades 2 and 8.
2. Recruits and trains catechists and aides.
3. Develops an annual calendar of catechetical formation schedule and events.
4. Schedules religious education classes and assigns catechists and rooms.
5. Develops relationships with support volunteers to serve as substitute teachers or help with program needs.
6. Reviews and evaluates the curriculum for each grade level for scope, content, age-appropriateness, etc.
7. Oversees registration process for religious education classes. Follows up as necessary.
8. Develops, as needed, personalized education plans for students with special needs.
9. Follows up with parents regarding patterns of absenteeism from religious education classes.
10. In cooperation with the school, coordinates First Reconciliation, First Communion, and Confirmation, including planning and conducting meetings with parents and a retreat for those to be confirmed.
11. Schedules the date of Confirmation with the bishop's representative.

### Rite of Christian Initiation for Adults (RCIA)

1. Plans and conducts the RCIA program for the parish, with input and approval of the Pastor.
2. Interviews potential RCIA candidates.
3. Plans and leads, with the assistance of the pastor and other clergy, RCIA sessions on Wednesday evenings.
4. Prepares candidates in other ways for initiation into the Catholic Church at Easter Vigil.
5. Collaborates with the pastor to support candidates and their spiritual needs.

### Other Faith Formation in the Parish

### Hiring organization

St. Edward Catholic Church and School

### Job Location

Nashville, TN

### Date posted

August 14, 2024

### Valid through

15.09.2024

To apply, please send your resume and cover letter to: [rcarroll@stedward.org](mailto:rcarroll@stedward.org)

1. Develops and plans other faith formation activities in the parish for youth, young adults, and adults.
2. Collaborates with the pastor to organize parish missions, retreats, guest speakers, Bible studies, small group programs, and other such formation opportunities.

### **Totus Tuus (Vacation Bible School)**

1. Serves as point of contact with the diocesan coordinator of Totus Tuus.
2. Directs the implementation of Totus Tuus one week during the summer.
3. Oversees registration process, volunteer recruitment, and orders needed supplies.
4. Ensures that all volunteers comply with diocesan Safe Environment standards prior to ministry.

### **Administrative**

1. Participates in staff meetings and regularly reviews the status of program goals and priorities.
2. Maintains open communication with staff and parish community regarding catechetical activities.
3. Stays up to date regarding diocesan policies and best practices to ensure that parish policies regarding religious education are formulated according to the latest standards.
4. Prepares and submits needed reports as required by the diocese or the parish office.
5. Represents the parish at diocesan sponsored catechetical functions and conferences monthly or as requested.
6. Evaluates and assesses those who are teaching religious education through interviews, observation, lesson plan reviews, etc., to ensure that plans are according to curriculum and liturgical seasons. Communicates with catechists regarding outcomes of assessments.
7. Plans and conducts parish catechetical meetings for catechists and parents as needed during the year.
8. Plans and coordinates catechist recognition events, e.g., dinner, reception, etc., at least once annually.
9. Reviews, selects, and purchases program supplies, books, resources, or other needed program materials.
10. Plans, develops, and monitors program budgets, expenses, etc.
11. Reviews student files regarding sacramental records, attendance, student progression, and evaluations at end of program year.
12. Maintains ongoing records on students and catechists.
13. Maintains classroom needs with the parish community. Ensures that classrooms are in order and stocked with needed supplies and equipment, that organization of classroom arrangement is maintained, and that instructional signs are in place.
14. Maintains a resource library for catechists.
15. Works with parish employees and parish volunteers supporting faith formation ministries for children and young adults under the age of 18 to ensure that Safe Environment training and qualification requirements have been met.
16. Performs other duties as assigned by the Pastor.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

1. Bachelor's degree in education, theology, religious education, or related field.
2. Minimum of three years of experience as a catechist.
3. Catechist Certification through the Diocese of Nashville or an approved program of study.
4. Completed or willingness to complete relevant training through the Diocese of Nashville.

## **ADDITIONAL SKILLS OR REQUIREMENTS**

1. Active member of a Roman Catholic faith community.
2. Models Catholic lifestyle with joy for the faith and positive attitude toward the Church.
3. Desires to communicate the faith and possesses the ability to work with young people.
4. Supervisory skills for directing youth and volunteers.
5. Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parents.
6. Organizational skills for managing details related to all aspects of religious education ministry.
7. Schedule flexibility to accommodate evening and weekend work.
8. Proficiency in the use of computers including internet, email, and Microsoft Office products.
9. Prefer candidate with experience using Parish Data System.
10. Prefer candidate with Spanish language proficiency.
11. Successful completion of parish Safe Environment program.
12. Maintain membership in DRE Association.
13. Ability to maintain confidentiality.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting of supplies or equipment may occasionally be required, not exceeding 10 pounds.

Additionally, while performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. St Edward Church and School is a smoke free workplace