

**Job Title:** Associate Director, Elementary  
Faith Formation

**Reports To:** Director, Catechetics & Youth  
Formation

**Location:** Pastoral Center

**FLSA Status:** Exempt

**Direct Reports:** N/A

**Prepared By:** Peter D. Schmidt

**Prepared Date:** April 11, 2017

### Position Summary:

The Associate Director, Elementary Faith Formation works under the direction of the Director, Catechetics & Youth Formation and is responsible to develop, promote and support faith formation programs for children grades K- 6, including but not limited to: Baptismal Preparation, First Communion and First Reconciliation Preparation, Vacation Bible School, and Elementary Catechist Formation.

### Primary Duties and Responsibilities:

- Serves as a resource for and supports parish elementary faith formation leadership through maintaining regular contact and providing training opportunities that address the latest trends and issues affecting the faith formation development of children and their families.
- Responsible for coordinating all aspects of lifelong faith formation for children in grades K-6 and their families.
- Meets regularly with the PRE Board to develop short and long range strategic plans for supporting parish catechetical efforts.
- Maintains a working relationship with catechetical publishers and other resources.
- Works in a collaborative manner with other Diocesan departments.
- Sets appropriate goals, develops short and long range strategies and schedules for accomplishment.
- Continues to develop professionally by staying abreast of the latest trends, methods, directions, USCCB guidance, leadership, and professionalism.
- Represents the Diocese as a participating member of New England Conference of Diocesan Directors of Religious Education (NECDDRE) and other appropriate councils/committees.

### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Management Skills- Proven track record of collaborative management skills and the ability to work effectively with a variety of groups and individuals. Includes staff in planning and decision-making.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Leadership - Displays leadership skills by demonstrating pro-active, self-starter approach to duties. Has strategic vision mindset; Leads by example.

Confidentiality - Individual must maintain confidentiality at all times.

Decision Making Skills/Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

### Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. An individual must be able to perform the essential functions of the position either with or without reasonable accommodations.

**Education/Experience:** Bachelor's Degree in Theology, Religious Education or its equivalent and a minimum of five (5)

years of related experience in a parish catechetical role.

**Religious Requirement:** Must be an individual who possesses an extensive understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and Church hierarchy.

**Supervisory Responsibilities:** Carries out responsibilities in accordance with Diocesan policies and applicable laws. Must have the ability to work collaboratively.

**Work Environment:**

The noise level in the work environment is usually moderate and consistent with a general office work setting.

**Physical Demands:**

The physical demands of this position are consistent with a general office work setting. Some travel to meetings outside the office may be required. Weekend/evening hours will be required.

**General Sign-Off:** I have received a copy of this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_