

**Diocese of Gaylord  
Job Description  
Director of Faith Formation**

**Status:** Non Exempt

**Reports to:** Pastor

**Revised:** 1-13-2010

**Part Time** \_\_\_\_\_ **Full Time** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_

**Primary Function:** Responsible with pastor to oversee all parish catechetical programs. Be available to help with other parish activities including some management issues and working with the Finance and Parish councils.

**Major Areas of Responsibilities:**

- To plan, implement and evaluate catechetical programs for all ages.
- To be responsible for recruitment, formation, ongoing development, and evaluation of catechists
- To implement diocesan and parish policies as stated in the Standard Operating Procedures Manual.
- To collaborate with pastor, other parish ministers, staff, and appropriate committees to ensure the smooth running of the parish
- To assist in liturgical planning as connected to catechetical programs.
- To attend to your own personal, spiritual, and professional development.

**Specific Responsibilities:**

- To research and purchase curriculum for catechetical programs for all ages, children's liturgy and RCIA.
- To provide and schedule formational opportunities for all ages and stages of faith development.
- To recruit and train employees, catechists and substitutes as needed.
- To ensure that everyone has the appropriate credentials, including fingerprints and background checks. Pursue diocesan certification and follow diocesan policies
- To provide input and information to Finance and Parish Councils
- To perform other duties as assigned.

**Qualifications:**

Successful candidate must be a fully initiated and practicing Catholic, with good leadership and communication skills. Be a qualified catechetical leader, or in the process of qualifying as per National Directory for Catechesis, or certified through the diocesan Center for Catholic Studies, or working toward a degree or certification. Some experience in management and finance.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above is not an exhaustive statement of duties or requirements. It describes the general content and requirements for this job.

**Diocese of Gaylord  
Performance Appraisal Form  
Director of Faith Formation**

Name \_\_\_\_\_ DATE \_\_\_\_\_

ANNUAL \_\_\_\_\_ 3 MONTHS \_\_\_\_\_ SPECIAL \_\_\_\_\_

**JOB TITLE: Director of Faith Formation**

Job Description is updated yes \_\_\_ no \_\_\_

**MAJOR RESPONSIBILITIES:**

1. To plan, implement and evaluate catechetical programs for all ages.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
2. To recruit, train, offer ongoing training and evaluation of catechists.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
3. To implement diocesan and parish policies as stated in the Standard Operating Procedures Manual.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
4. To collaborate with pastor, parish ministers, staff, and committee members to insure the smooth running of the parish.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
5. To assist in liturgical planning as connected to catechetical programs.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
6. To attend to your own personal, spiritual and professional development.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_

*Please comment on any items that need improvement or have been outstanding in the performance of the Director of Faith Formation :*

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**Specific Responsibilities**

1. To research and purchase curriculum for catechetical programs for all ages, children's liturgy and RCIA.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
2. To provide and schedule formation opportunities for all ages and stages of faith development.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
3. To recruit and train employees, catechists and substitutes as needed.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
4. To ensure that everyone has the appropriate credentials, including fingerprints and background checks according to diocesan policies. Pursue diocesan certification.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
5. To provide input and information to Finance and Parish Councils.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
6. To perform other duties as assigned.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_

*Please comment on any items that need improvement or have been outstanding in the performance of the Director of Faith Formation:*

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Please outline and comment on overall performance and goals for next year:

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Pastor

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Date

Employee Comments:

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Employee

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Date

January 2010