Immaculate Heart of Mary Parish, 256 State Street, Granby, MA

**Director of Faith Formation**

**Job Description**

The position of Director/Coordinator of Faith Formation (DRE or CRE) is a full-time, 12 months a year position. The Director of Faith Formation must be a practicing Catholic, in good standing with the Church. Additionally, he/she is a person of prayer who is committed to the authentic teaching of the Catholic faith.

The Director/Coordinator of Faith Formation reports directly to the pastor. As a member of the parish staff, the Director/Coordinator of Faith Formation works collaboratively with other staff members to foster and maintain a working environment where worship, prayer, hospitality and learning are the primary motivators.

The Director/Coordinator of Faith Formation is a professional catechetical leader who assists adults, adolescents and children of the parish in their faith formation.

The responsibilities of the Director/Coordinator of Faith Formation include, but are not limited to:

**1. Parish Religious Education Program**

The primary responsibility of the Director/Coordinator of Faith Formation is to administer (design, develop, direct, communicate and evaluate) the Parish Faith Formation Program for the approximately 60 parish children who attend public or non-Catholic private schools. He/She:

* Oversees the development of the Parish Faith Formation Program from Grade Level K through Grade Level 6, in conformity with the guidelines of the Office for Catechetical Formation of the Archdiocese of Springfield.
* Schedules faith formation opportunities for children and parents within the Faith Formation Program calendar.
* Provides access and inclusion for children with special learning needs.
* Coordinates the initiation process for unbaptized children and/or children baptized validly in another ecclesial community with the pastor according to the Order of Christian Initiation of Adults.
* Researches and requisitions resources (AV, textbooks, liturgy materials, reference works, etc.) which complement the faith formation efforts in the parish.
* Ensures that the Safe Environment requirements, policies, and mandates for Parish Faith Formation volunteers are in compliance with the Office for Child and Youth Protection.
* Obtains approval and support from the pastor for the general direction of the faith formation of the parish.
* Meets with the pastor routinely to discuss matters relating to the parish religious education and sacramental preparation.
* Implements Archdiocesan policies and procedures per the directives from the Office for Catechetical Formation.
* Ensures that the Faith Formation Program’s schedule of classes and activities are submitted to the pastor or his delegate for approval.
* Updates and distributes the Parish Faith Formation Program handbook for catechists and the Parish Faith Formation handbook for parents/guardians on an annual basis.
* Encourages Parish Faith Formation catechists to obtain Catechetical Certification according to the policy set by the Office for Catechetical Formation.
* Recruits, orients and provides ongoing professional training and spiritual development for the Parish Faith Formation catechists.
* Belongs to the Archdiocesan Association of Parish Directors, Coordinators, and Administrators of Faith Formation.
* Participates in Archdiocesan sponsored events such as the Catechist Convocation, Fall and Spring Professional Days and Retreats.
* Attends the monthly Directors and Coordinators of Faith Formation County meetings sponsored by the Office for Catechetical Formation.
* Oversees budget for all expenses related to the Parish Faith Formation Program and follows the budgetary procedures as set by the pastor and parish finance committee.
* Collaborates with neighboring parishes to leverage talent and resources.

**2. Sacramental Program**

The Director of Faith Formation oversees the coordination and sacramental preparation of parish school-age candidates who attend the Parish Faith Formation Program or Catholic schools/academies. He/she:

* Schedules at the pastor’s directives dates for First Penance and First Holy Communion.
* Schedules and coordinates the sacramental meetings for parents of school-age candidates for the Sacraments of First Penance, First Holy Communion and Confirmation.
* Schedules, coordinates and prepares retreat days for students preparing for First Communion and Confirmation.
* Prepares the liturgy (with the pastor or his delegate) for First Penance, First Holy Communion and Confirmation.
* Schedules Advent and Lenten Penance Services with the opportunity for individual confessions for the Parish Faith Formation children.
* Creates and oversees catechetical plans for older baptized Catholic children or teens who seek the reception of First Penance, First Holy Communion and/or Confirmation.

**Additional responsibilities include:**

* Coordinator of the Order of Christian Initiation of Adults for unbaptized adults or validly baptized adults from other ecclesial communities. (Coordinate celebration of Rites, instruction sessions, and parish liaison to the Office for Worship, Archdiocese of Springfield. Attend Archdiocesan workshops for the R.C.I.A.)
* Coordinate Youth and Young Adults Ministry and Youth and Young Adult Ministry Leaders.
* Liturgy of the Word for Children – coordinate teams for Sunday Liturgy.
* Vacation Bible School/Camp.
* Ex officio member/staff of the Parish Pastoral Council, at the pastor’s request.
* Oversee the operation and maintenance of the Parish Data System Faith Formation portion.

**Skills and Qualifications**

Bachelors/Masters degree in related field **or** extensive experience in Faith Formation   
Computer literate and able to learn Parish Data System program; know Microsoft Office   
Excellent language and communication skills  
Strong community outreach abilities  
Able to provide current State and Archdiocesan clearances   
Able to manage repetitive tasks with little or no supervision   
Able to dress appropriately for office and public speaking   
Complete Diocesan Catechetical Leader Certificate program within two years of employment start date

**Hours:**

FT Hourly Position – 32 hours per week

Mon-Fri 9am to 4:00pm off school calendar year

Tue –Friday 9:00am to 4:00pm / Sunday 8:00am to 12:00pm during school year

**Interested and qualified candidates should email a cover letter with resume to:** [**Parishihmgranby@gmail.com**](mailto:Parishihmgranby@gmail.com)call 413-467-9821 with any questions