JOB DESCRIPTION:
**Director of Faith Formation Grades 1-8  Saint Mary Parish, Melrose, MA**
Full Time /Part Time

**The Director of Faith Formation:**
*Works with direction from the Pastor, is responsible for providing Christian formation, religious education and sacramental preparation to members of the parish faith community.
*Helps adult and children parishioners nurture a love and devotion to their Catholic faith and identity
*ensures that the curriculum, volunteers, and the implementation of faith formation for grades 1-8 supports the teachings of the Church and encourage opportunities for involvement in parish life.

DIRECTLY RESPONSIBLE TO:
Pastor

SUPERVISION OVER:
Support staff personnel – both paid and volunteer

DUTIES AND RESPONSIBILITIES:
- **Scope of Work (Gr 1-8)**
- **Faith Formation Gr 1-8**
- **Children’s Liturgy of the Word**
- **Sacramental programs**
- **Staff and Volunteer Management**
  - Recruit, interview, train, supervise and evaluate staff and volunteers.
- **Ensures Safe Environment compliance for staff and volunteers in faith formation.**
- **Communication**
  - Coordinates with the Principal on curriculum, programs and activities.
  - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
- **Develops close communication with and mutual support from families.**
- **Integrates the faith formation programs into the life of the parish community**
- **Complements activities of the parish community with faith formation programs.**
- **Curriculum Development**
  - Incorporates a wide variety of components into curriculum: catechesis, evangelization, social action, community building, spirituality, liturgy
  - Ensures that all curricula for all Gr. 1-8 Faith Formation programs support the teachings of the Catholic Church and the Parish mission statement.
- **Spiritual and Professional Growth**
  - Encourages ongoing formation for volunteers and staff members.
Continues professional development and spiritual enrichment.

Administrative Functions
Develops and/or reviews the annual budget for the parish faith formation programs including Religious Formation Gr 1-8, Children’s Liturgy of the Word, sacramental programs
Timely submits bills and consistently reviews department expenses.
Reviews all parish program calendars to ensure appropriate dates scheduled and no conflicts.
Parish Leadership
Incorporate the Parish vision into Gr. 1-8 faith formation programs.
Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.
Participates in Faith Formation meetings, Pastoral Staff Meetings and Staff Retreat days.
Attends meetings as necessary with ministry leaders and other parish leaders.
Attends parish functions when possible.

CHARACTERISTICS:
The ideal candidate:
  is a practicing Roman Catholic with a clear awareness of his or her Catholic identity, a strong moral character, and an active prayer life.
  shows strong spiritual leadership skills from a servant-leader perspective.
  exhibits excellent interpersonal, management, communications, public speaking, and presentation skills.
  energetically and charismatically displays passion for guiding faith formation of the parish families.
  must be prepared to organize and implement large, program-wide events.
  must be able to have flexibility in work hours with visibility and availability to parishioners.
  is teachable and adaptable and shows a love for God and Church

MINIMUM QUALIFICATIONS:
Education - Bachelor's or Master's Degree in Religious Studies or Theology with a strong emphasis on Catholic theology. Experience working with children in grades 1-8 preferred.

Send Cover Letter and Resume to:
Father Kevin Toomey,
St. Mary Parish
46 Myrtle Street
Melrose, MA 02176
Or email resume to: kgtrectory@gmail.com