

## MINISTRY DESCRIPTION

<b>POSITION NAME:</b> Associate Director of Children & Family Catechesis: Religious Education programs	<b>PARISH NAME:</b> Waterloo Catholic Parishes
<b>ACCOUNTABLE TO:</b> Faith Formation Administrative Team Pastors	<b>CLASSIFICATION:</b> Exempt  <b>EFFECTIVE DATE:</b> 3/1/18

### DRIVEN BY THE GOSPEL: COMMITMENT TO JESUS

The Faith Formation Administrative Team is first and foremost **driven by the Gospel** in every level of operation including meetings, program expectations, personal goals, and professional development. We are convinced our lives are different and better because of the Good News of Jesus Christ. Therefore, every time we gather we pray using the Gospel to guide and direct us as a team. We expect each Team member to be a witness to Catholic faith and moral values. He/she should be a person of prayer and reflection who demonstrates a personal relationship to Jesus Christ; understands, values and promotes the Gospel and Catholic teaching; respects and fosters legitimate theological and spiritual diversity; participates in the spiritual and sacramental life of the local church; demonstrates a commitment to the dignity of all persons and to social justice for the poor and marginalized.

### BETTER TOGETHER: COMMITMENT TO COLLABORATIVE MINISTRY

The Catholic Parishes in Waterloo are committed to collaborative ministry, which enables us to share our gifts, talents, resources and opportunities for the benefit of the common good of the entire Catholic community. The Faith Formation Administrative Team is responsible for formation in the ten areas of catechesis: Adult, Young Adult, Early Childhood, Children, Adolescent, Family, Special Needs, Catholic School, Marginalized, Elderly.

We believe that we are **better together**. The parishes expect members of the Administrative Team to be personally and professionally committed to and effective in this style of pastoral ministry. By accepting the responsibilities outlined in their specific job description as follows, a Team member agrees to work collaboratively with the pastors, pastoral ministers, and the Faith Formation Administrative Team in planning, scheduling, conducting and evaluating opportunities for faith formation in the Waterloo parishes.

The Associate Director of Children & Family Catechesis: Religious Education agrees to assume primary responsibility for specific formation opportunities or programs in all four parishes as determined by the Waterloo Catholic Faith Commission in collaboration with the Pastors and Pastoral Councils of the parishes.

## **GO FISH: COMMITMENT TO EVANGELIZATION**

The Catholic Parishes in Waterloo are committed to the call given to us from Jesus to “go and baptize and make disciples of all nations.” The Faith Formation Administrative Team is tasked to **go fish** and seek out the unengaged, unchurched, the marginalized, and those furthest away in our parishes. Pope Francis in his address at World Youth Day clearly urges us to go fish. “I want a mess. I want to see the Church get closer to the people. I want to get rid of clericalism, the mundane, this closing ourselves off within ourselves, in our parishes, schools, or structures. We cannot keep ourselves shut up in parishes, in our communities, when so many people are waiting for the Gospel. It is not enough simply to open the door in welcome, but we must go out through that door to seek and meet the people! Let us courageously look to pastoral needs, beginning on the outskirts, with those who are farthest away. Go and look for them in the nooks and crannies of the streets.”

### **GENERAL STATEMENT OF DUTIES & EXPECTATIONS:**

1. The Associate Director of Children & Family Catechesis: Religious Education embodies the three core values outlined in the above paragraphs. These core values are to be the driving force behind every decision made and task done in this position.
2. The Associate Director of Children & Family Catechesis: Religious Education is responsible for the overall direction of catechetical programs as described in the ministry description.
3. The Associate Director of Children & Family Catechesis: Religious Education is committed to the Protection of Children and complies with all applicable archdiocesan directives, formation, Virtus training, and civil requirements for all persons who care for and/or minister to children and youth.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change as needs and requirements of the job change.)*

#### **A. Coordination and Administration**

1. Serves as a member of the Faith Formation Administration Team. Participates in decision-making regarding vision, direction and activities, submits written monthly reports. Attends the following meetings: Faith Formation Administrative team meetings, pastoral leadership study days, WPL, assigned parish staff meetings, CVCS Board of Education meetings as needed as a rep for the Faith Formation team, and Faith Formation Commission meetings.
2. Manages the Religious Education portion of the budget.
3. Is responsible for creative ways for catechists and parents to grow in their faith and to ensure all catechists have on going formation.
4. Organizes, schedules and directs religious education program(s) for preschool thru 12<sup>th</sup> grade.
5. Coordinates, prepares, and schedules sacramental programs and liturgies and other celebrations for religious education programs with parish staff(s) and/or pastors.
6. Oversees curriculum development, including POC and Human Sexuality; the purchasing of textbooks, teaching materials and resources for programs. *(When needed, an ad hoc religion curriculum committee will collaborate with CVCS for the purpose of previewing religion textbook series per the*

*Consolidation Agreement 1/13).*

7. Collaborates with the Faith Formation Administration Team in preparing a yearly calendar.
8. Supports and endorses diocesan and pastoral council and faith formation commission policies.
9. Creates the Catechist and Parent/Guardian Handbooks.
10. Serves as resource person for Children and Family Catechesis.
11. Directs registration opportunities for all religious education programs, with an emphasis on inviting non-enrolled families to participate.
12. Oversees the recruitment of catechists and volunteers and their compliance with virtue training and background checks.
13. Serves as a resource person for the Catholic schools.
14. Engages culturally diverse families by including Latino, Burmese, Congolese, and other families by publicizing, promoting, and inviting children/youth to religious education programs, with the assistance of Liaisons.

**B. Specific Program Responsibilities**

1. Summer RE.
2. Y-Disciple and other High School Religious Education opportunities.
3. Wednesday RE: Grades Kdg-Grade 8.
4. Sunday RE: Grades Kdg-Grade 8.
5. Children's Liturgy of the Word all parishes (CLOW).
6. Intergenerational Events/Programs 2-4 times/yr.
7. Summer Enrichment opportunities including VBS/Totus Tuus.
8. Home-School Religious Education.
9. Alternative Religious Education programs.
10. Catholic Elementary Schools Resource Person.

**C. Supervision**

1. Provides support and supervision of any Religious Education program Coordinators and/or Site Supervisors and other required volunteers.
2. Oversees the recruitment of volunteers, catechists, office assistants, and hall monitors for all programs and provides appropriate in-service training.
3. Identifies, supports, and provides training and formation for catechists at each grade level.
4. Counsels, advises, and visits with students, parents/guardians, and catechists if problems or concerns arise.

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with minimal supervision.

**PERFORMANCE EXPECTATIONS:**

1. Exhibits understanding of general principles organizational management and office management.
2. Exhibits proficiency with computer and all basic office equipment, including experience with word processing software.
3. Possesses appropriate organizational skills, attention to accuracy and detail, and ability to prioritize workload to meet expectations and deadlines.
4. Exhibits effective verbal and written communication skills and the ability to work constructively with

individuals from a variety of social, economic, ethnic, and racial backgrounds, theological perspectives, and levels of personal or spiritual maturity.

5. Must be able to attend area meetings and events at all parish, ministry, or faith formation sites; sometimes outside normal office hours.
6. Ability to maintain confidentiality.

**MINISTRY EXPECTATIONS:**

1. Demonstrates Human, Intellectual, Spiritual and Pastoral Competencies based on National Standards for lay ecclesial ministers in the Catholic Church.
2. Participates in ongoing formation and educational opportunities related to faith formation and pastoral ministry in the Catholic Church.
3. Engages in continuing formation and educational opportunities for personal and spiritual growth.

**PHYSICAL DEMANDS:** The commitment to collaborative ministry of the Catholic Parishes in Waterloo necessitates a presence in all four parishes. While performing the duties of this ministry, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds. Employee must have a valid driver's license and ability to transport participants and materials to the faith formation sites or venues.

**EDUCATION AND/OR EXPERIENCE:**

1. MA in Theology/Faith Formation, Education or Educational Administration or related fields as well as demonstrated competence in theology, catechetics, administration, educational methods, and supervision.
2. Experience coordinating several parish faith formation programs, demonstrated competence in theology and catechetics, as well as high levels of competence and experience in areas outlined in Section A.

**WORKING ENVIRONMENT:** Entails frequent evening and weekend work.