

**HOLY SPIRIT PARISH, FREMONT, CA**  
**Director of Faith Formation and Evangelization**

**Classification Title:**

Full Time M-5

**Reports To:**

The Pastor

**Supervision Over:**

Supervises paid and/or volunteer staff including program leaders and secretarial staff.

The Director of Faith Formation and Evangelization

- 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 all religious education programs support the teachings of the Church and encourage opportunities for involvement in parish life.

**Job Responsibilities:**

- ◆ Scope of Work (Pre-K through Grade 5 and Adults)
  - Pre-K through Grade 5
    - i) Religious Formation Classes for Grades 1-5
    - ii) Catechesis of the Good Shepherd. (Holy Spirit currently has Level 1 which is Pre-K)
    - iii) RCIC (Rite of Christian Initiation for Children) (for children not yet baptized)
    - iv) Family Formation classes
    - v) Sacramental programs
    - vi) FF Events like VBS (Vacation Bible Study), Christmas Tableau and Christmas Pageant
  - Adults
    - i) RCIA (Rite of Christian Initiation for Adults)
    - ii) Adult Confirmation
    - iii) Adult Religious Formation programs including Alpha, Called and Gifted, *40 Weeks* Groups, Bible Study, Spiritual Development

- ◆ Staff and Volunteer Management
  - Recruits, interviews, trains, supervises and evaluates staff and volunteers.
- ◆ Communication
  - Coordinates frequently with the Director of Youth Ministry on 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 religious formation programs into the life of the parish community.
  - Complements activities of the parish community with religious formation programs.
- ◆ Curriculum Development
  - Incorporates a wide variety of components into curriculum, child and adult: catechesis, evangelization, social action, community building, spirituality, liturgy, enablement.
  - Ensures that all curricula for all Religious 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 religious formation programs including Religious Formation Grades 1-5, Catechesis of the Good Shepherd, sacramental programs, adult religious formation programs.
  - Submits bills timely 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 all religious formation programs.
  - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.
  - Conducts Faith Formation meetings, supports monthly Pastoral Staff Meetings and Staff Retreat days.
  - Attends meetings as necessary with ministry leaders and other parish leaders.
  - Attend parish functions when possible.

**Job Requirements.** 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.
- holds a Bachelor's or Master's Degree in Religious Education or equivalent experience.
- shows strong spiritual leadership skills from a servant-leader perspective.
- candidate must become fluent in the different Catholic digital platforms such as Formed, Flocknote and Catholic Brain as well as the different software programs such as the Microsoft Suite and Adobe Creative Cloud
- exhibits excellent interpersonal, management, communications, public speaking, and presentation skills.
- energetically and charismatically displays passion for guiding religious formation of the parish families.
- must be prepared to organize and implement large, program-wide events.
- the candidate must know that he/she will be expected to fundraise to support the pastor's efforts to form their catechists both at the Serra Catechetical Institute and the Don Bosco Conference at FSU
- 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.

**Please submit letter of intent and resume to: [jeff@holyspiritfremont.org](mailto:jeff@holyspiritfremont.org)**

**Deadline to apply: 3/22/2023**