TITLE: Director of Ministry Formation

DEPARTMENT: <insert where position appears in the Diocesan Organizational Chart>

LOCATION: <insert primary job/office site>

PURPOSE OF THIS POSITION

The Director of Ministry Formation plans and develops programs for the formation of lay persons to exercise ministry within parishes and Catholic schools throughout the diocese. Includes assessing formation programs available in the area, matching identified needs to resources, and, where necessary, developing programs to form people at the parish and community level. Also works with the coordinator of ongoing clergy formation to provide ongoing formation for those in full-time ministry.

RESPONSIBILITIES and ASSOCIATED TASKS

Other responsibilities and tasks may be assigned for the good of co-workers and the mission of the diocese.

Primary (Approximate Time Allocation)

Ministry Formation Programming [50%]

- Oversee the diocesan Ministry Formation Program for initial and ongoing formation of lay persons serving in various Church ministries, especially pastoral care, including:
  - Secure required approvals for goals, objectives, fees, and operating budget
  - Establish curriculum, calendar, and secure sites for courses
  - Contract with instructors
  - Market program to parishes and potential participants
  - Manage registration process
  - Maintain the participation records and provide appropriate information to individuals, diocesan offices, or parishes as requested
  - Issue certificates of participation or completion for participant portfolios
  - Review participant and instructor post-course evaluations for future planning purposes
- Catalogue formation for lay ministry available through the diocese, local Catholic colleges/universities, and other resources and analyze how these relate to diocesan goals and objectives as well as applicable ministerial standards.
- Develop models of formation that take into account the multicultural reality of the diocese
- Work toward the development of a more systematic approach of training, accrediting, and recognizing lay ministers in the diocese as a key element of high quality, responsible service
- Work with other diocesan staff to execute succession plans for grooming future leaders for diocesan pastoral offices as well as attract and retain competent personnel for all parish service

Constituent Relations [25%]

- Communicate a vision of high-quality, accessible, and relevant ministry formation, especially to pastors and parish business administrators
- Respond accurately to related inquiries in a manner that supports the overall strategic direction and vision for the diocese
- Interact with various constituents, especially pastors and parishioners, to better understand the current context for parish service and to monitor the effectiveness of ministry formation

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1 Job descriptions are generally considered legal documents. It is recommended that prior to using any position description that it be reviewed by an attorney familiar with federal, state, and local employment law as well as diocesan policies and, whenever possible, a human resources professional familiar with employment practices within the Catholic Church.
Regularly convene a Lay Ministry Formation Commission as an advisory board in areas such as curriculum, admissions, accreditation, and pastoral needs emerging in diocesan parishes

Participate in professional associations and conferences, especially National Association of Lay Ministers (NALM, to expand knowledge of national and international issues influencing the Church and to develop a network of useful contacts

 Administrative Leadership and Operations Management [25%]

- Supervise and provide work direction to the office administrative assistant and program instructors
- Advise bishop, moderator of the curia, and other senior diocesan leaders of developments related to lay ecclesial ministry and formation to identify potential opportunities for the diocese, mitigate risks and, manage the impact on operational and mission effectiveness in a cost effective manner
- Propose and administer department budget within established procedures, including accurate financial reporting
- Provide Moderator of the Curia with input for the ongoing strategic planning process to integrate plans for supporting the related ministry formation
- Create and realize a progressive vision and a strategic plan for forming lay people for leadership in Church ministries

The above duties are considered essential to this position.

General

- Practice of the Catholic faith is (check one) _x_required __recommended__preferred. Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.
- Continue professional development to enhance job performance and/or organizational goals as identified through regular supervision and annual job reviews.

PRIMARY WORKING RELATIONSHIPS

- Vicar General/Moderator of the Curia
- Other Department Directors
- Pastors and other parish leadership
- Local formation program coordinators and instructors

PRIMARY COMMITTEE ASSIGNMENTS

- Lay Ministry Formation Commission

AUDIENCE

IMMEDIATE SUPERVISOR: Moderator of the Curia
SUPERVISORY RESPONSIBILITIES FOR: Administrative assistant and contracted instructors
DECISION-MAKING: Hiring, contracting, and disciplinary actions decisions for personnel under her/his immediate supervision in line with established policies and in consultation with the Moderator of the Curia; Authorizing expenditures of less than $__ in keeping with approved budget; Day to day operational decisions to further the agreed upon goals for the office and mission of the diocese.

QUALIFICATIONS
Experience: minimum of seven years of pastoral ministry experience, with at least three years in a parish setting; extensive experience in teaching adults through Catholic faith-based formation, education and/or training programs; experience in developing and/or executing a standards-based professional or ministerial development program is highly desirable; professional leadership experience including animating collaborative teams, management and oversight of employees, program coordination and budgeting

Education: Bachelor’s degree in theology, pastoral ministry, or related field from a Catholic college; advance degree preferred

Licenses/Certifications:

Skills/Knowledge:

- Advanced knowledge of best practices in Ministry Formation, including working familiarity with related Church documents such as “Coworkers in the Vineyard of the Lord”
- Working knowledge of relevant Canon and civil law
- Familiarity with diocesan and parish structures and the characteristics leadership within a multi-faceted religious organization
- Demonstrates administrative and supervisory skills to work in a management position
- Possesses a high degree of flexibility in order to achieve objectives and meet demands
- Strong organizational and analytical skills
- Exhibits excellent written, verbal and public speaking skills
- Exhibits excellent strategic planning and organizational skills
- Has proficiency with information technology, including <specify software used in position>
- Has the ability to maintain confidential information
- Highly developed interpersonal skills
- Able to communicate clearly and persuasively
- Demonstrated sensitivity to a multicultural church
- Ability to maintain confidentiality
- Multi-lingual/bi-lingual is desirable

Other: Satisfactory background check and training in compliance with The Charter for the Protection of Children and Young People (USCCB) and related diocesan requirements.

WORKING CONDITIONS

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<thead>
<tr>
<th>FLSA Status (check one)</th>
<th>ELIGIBILITY FOR BENEFITS (check one)</th>
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<tbody>
<tr>
<td><em>X</em> Exempt</td>
<td><em>X</em> All</td>
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<tr>
<td>___Non-exempt</td>
<td>___Some ___None</td>
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<tr>
<th>FULL-TIME/PART-TIME (check one):</th>
<th>HOURS PER WEEK</th>
<th>Office Hours: __a.m. – __ p.m., Monday – Friday, occasional extra hours beyond the normal work day</th>
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<td><em>X</em> Full-time ___Part-time</td>
<td>40+</td>
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OTHER

- Be present, ready to work and on time for all scheduled hours as well as the flexibility to work early mornings, late evenings and weekends
- Periods of high volume work

TRAVEL

- Regular travel throughout the Diocese is required, as well as occasional travel outside of the diocese
- Ability to provide for own local travel

SIGNATURES and APPROVALS

I have reviewed this position description and agree that it is an accurate representation of the responsibilities and duties performed in this position.

Incumbent's Signature __________________________ Date __________________________

Supervisor’s Signature __________________________ Date __________________________

Human Resources/Personnel Director __________________________ Date __________________________

DISCLAIMER

The above describes the general nature and level of work assigned to this position and is not an exhaustive list. More detailed listings of duties inherent in this position may be outlined in supplemental documents (e.g. procedures).