

Job Title: Family Faith Formation Director

Status: Full-time

Supervisor: Rector / Office Manager

Position Summary:

The Family Faith Formation (FFF) Director is a key figure in the dynamic, multi-cultural community of St. Ambrose Cathedral. This role involves engaging with diverse families, individuals preparing for sacraments, teenagers transitioning to adulthood, and parents fostering their families as domestic Churches.

Qualifications:

- Practicing Catholic in good standing with the catholic church.
- Ability to collaborate effectively with diverse cultures, backgrounds, and races of all ages.
- Strong interpersonal skills, fostering an environment where individuals can explore and share their faith stories. Collaborative mindset with excellent communication and organizational skills.

Duties and Responsibilities:

1. Catechesis and Volunteer Coordination:

- Engage parishioners in responding to their Baptismal call.
- Supervise Sunday Morning classes for grades 1-8, high school, and parents.
- Provide necessary support for discipline issues.

2. Safety, Evaluation, and Records:

- Ensure safety and respect for all participants.
- Facilitate reflection and evaluation sessions for continuous improvement.
- Maintain accurate permanent records for sacraments and enhance parish records of participating families.

3. Logistics and Planning:

- Collaborate with the Rector to determine formats, curriculum, locations, and class schedules.
- Prepare class lists, teaching materials, and orientations, Schedule sacramental events and organize retreats with Catechists' assistance for first communion and confirmation students.

4. Communication:

- Consistently communicate with participants, families, priests, catechists, and the parish.
- Share schedules, inclement weather updates, and changes through various channels, including Bulletin/Newsletter.
- Coordinate with the parish music director for Church use during Family Faith encounters between Sunday masses.
- Update/ add in parish google calendar FFF activities. Notify the changes to parish office manager and admin assistant.

5. Collaboration with Pastoral Center and Mercy College:

- Work closely with Rosemarie Waskel (Pastoral Center) and Bo Bonner (Mercy College).
- Ensure availability and use of space for FFF weekly activities.
- Collaborate on scheduling, logistics, and coordination to optimize facility use.

6. Additional Responsibilities:

- Oversee the integration of technology into faith formation activities.
- Develop and maintain partnerships with local organizations to enhance family faith experiences.
- Facilitate workshops or training sessions for catechists and volunteers.
- Lead or support special events and initiatives that promote family engagement and community-building.
- Stay informed about current trends and best practices in religious education and family faith formation.

Physical Demands:

- Regularly sit, use hands, and talk or hear. Frequently reach with hands and arms. Occasionally stand, walk, climb, stoop, kneel, crouch, or crawl. Frequent lifting and/or moving up to 10 pounds; occasional lifting and/or moving up to 25 pounds.

Work Environment:

- Occasional exposure to outside weather conditions. Moderate noise level. Weekend work is required, including travel.

This position description is designed to convey essential information about the role's scope and is subject to modification to meet St. Ambrose Cathedral's evolving needs.