



Diocese of St. Augustine Position Description

Position: Associate Director Office of Christian Formation

FLSA: Exempt

Reports to: Director, Office of Christian Formation

Department: Office of Christian Formation

Effective date: March 2018

General Summary:

The Associate Director will provide day – to – day leadership for the administrative areas of Adult Formation programming, and in collaboration with the Director of Christian Formation will assess the needs other aspects of the Ministry Formation Program, certification, training of leaders, and other Adult Faith Formation opportunities. This position requires regular evening and weekend work.

Essential Duties and Responsibilities:

- The Associate Director will be responsible for collaborating with the Director of Ministry Formation Program and the Advisory Board of the MFP to complete the following activities:
 - Coordinating publicity and public relations for the programs
 - Coordinating the annual retreat, closing ceremony, and class orientations
 - Responsible for overseeing admissions, obtaining applications, and other required documentation
 - Selection of volunteers for the program from MFP alumni and provides formation and support to the volunteers.
 - Serving as Secretary and Ex-Officio member of the MFP Advisory Board
 - Preparing website updates for the Ministry Formation Program on www.dosaformation.org and www.dosafl.com
- The Associate Director will be responsible for collaborating with the Director of the Office of Christian Formation to complete the following activities:
 - Assist with the planning, organization and execution of Adult Faith Formation and Catechist Certification opportunities offered throughout the diocese.
 - Seeking quality programming on behalf of the Director of Christian Formation
 - Represents the Director as needed at events across the diocese.
 - Providing support to all areas of the diocese.

March 2018

- The Associate Director of Christian Formation will be responsible for presenting workshops to adults in the areas of formation and catechesis.
- Responsibility for seeking suitable presenters for adult programming.
- Will maintain communication with NALM, CARA, and USCCB/CCA.
- The Associate Director will provide resources to parishes and schools in all areas of formation
- The Associate Director will serve as a resource to parishes and schools in all areas of formation.
- Responsible for performing other duties as assigned

Knowledge, Skills, and Abilities Required

- Master's degree in Catholic theology or religious education is required
- The Associate Director must have an appreciation of post-Vatican II theology
- Must have knowledge and appreciation of the structure of the Catholic Church
- Experience with developing and administering programming to meet the assessed needs of Diocesan entities
- Must have proven ability to teach and lead adults the Catholic faith
- Must have exceptional management and administrative skills to manage all aspects of Adult Faith Formation programs
- Superior interpersonal, communication and pastoral skills are required to be successful in the role of Associate Director of Christian Formation
- Bilingual Spanish/English would be an asset for this role.
- Practicing Roman Catholic required and registered member of a Catholic parish faith community. Must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must pass the required background screening prior to starting work and every five (5) years.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require employee to travel and drive one's own vehicle to various diocesan locations when necessary.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this job description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the job description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of St. Augustine and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

Chancellor/Director of Pastoral Services

Date

Approved by Director of Human Resources

Date

All new or revised position descriptions must be approved by the Director of Human Resources