

Catholic Diocese of Richmond
Associate Director, Parish Catechetical Leadership Formation

Name of Office: Office of Catholic Education

Position Title: **Associate Director, Parish Catechetical Leadership Formation**

Supervisor: Director, Christian Formation with the Office of Catholic Education

Employer: The Bishop of Richmond

Summary/Purpose: The Associate Director of Parish Catechetical Leadership Formation provides education and formation for both volunteers and career/professional catechetical ministers within the Diocese.

Position Responsibilities

- Serves as trainer/facilitator on a regular basis for Pathways, leadership training and adult faith formation.
- Assists with building the on-line research library to support adult faith formation.
- Works with the director to recruit and support parish catechetical leaders' formation through the University of Dayton, Foundation for Leadership Ministry.
- Works with the director to complete the formation of those currently in PMLF.
- Works with OCE staff to develop and sustain a plan to encourage persons to consider lay catechetical ministry as a vocation.
- Assists in developing and sustaining a marketing process to attract active catechetical leaders to ongoing catechetical formation.
- Assists in developing and sustaining a formation and training program that includes presentation of the Catholic faith, ministry issues, and skills needed by volunteer and career ministers, including Catholic school religion teachers in collaboration with various ministry offices.
- Works with director to secure resources and processes to implement the various curricula.
- Assists with coordinating institutions offering certificates and/or undergraduate/graduate degrees for career ministry leaders.
- Coordinates a pre-determined admissions screening process identifying persons with potential suitability for leadership in ministry.
- Works with the director to administer a process that will lead participants to discern whether they have the calling and aptitude to be ministers and build a solid spirituality of ministry for participants.
- Assists in conducting an annual evaluation of all aspects of the program.
- Recommends a related budget for costs associated with adult ministry.
- Performs other duties as assigned by the Office Director.

Performance Appraisal: The employee is evaluated after the 180 day Orientation Period, and is then evaluated by means of a performance appraisal process annually.

Working Conditions: The Associate Director is a full-time position working five days a week with typical office hours between 8:30 am – 4:30 pm, Monday through Friday, or as needed based on diocesan meetings and parish needs. Some travel is required, and some

weekend/evening hours should be anticipated.

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. While performing this job, the employee is regularly required to sit, talk and hear. The employee frequently must stand, walk, use hands to finger, reach with arms and hands, and handle or feel objects. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close and distance vision, peripheral vision, and depth perception.

Date position established: March 2010

FLSA Status: Exempt

Qualifications: This position requires a Masters Degree in theology, pastoral studies, religious education or a related field, and a minimum of three years in a parish or diocesan ministerial position.

Other necessary knowledge, skills, and personal qualities required include:

- Ability to form, direct and function within a team
- Working knowledge of training processes, adult learning principles and methods, and leadership development
- Experience with assessing training needs, to include technologies and processes related to online teaching and learning
- Good interpersonal skills to relate well with a variety of individuals and groups to include Pastors and pastoral ministers.
- Public speaking and communication skills
- Presentation/Training and facilitator skills
- Organizational and time management skills
- Working knowledge of various computer software programs

12. **Benefits and Salary:** Per *Called to Work in Harmony* and diocesan pay charts. The salary range for this pay grade is salary grade "G".