

# PARISH OF CORPUS CHRISTI AND NOTRE DAME

529 West 121<sup>st</sup> Street | New York, New York 10027

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## JOB DESCRIPTION

### Director of Faith Formation and Evangelization

#### Position Summary

The Director of Faith Formation and Evangelization is a newly-created position at the recently-merged Parish of Corpus Christi and Notre Dame, responsible for religious education for children, the Order of Christian Initiation for Adults (OCIA), adult faith formation, sacramental preparation, volunteer outreach, and online presence. Programs are envisioned at both worship sites. The Director of Faith Formation and Evangelization will coordinate and oversee French-language counterpart programs in the parish.

**Supervised by:** the Pastor

**Duties and Responsibilities** (including, but not limited to):

- Religious Education for Children, ages 1<sup>st</sup>-9<sup>th</sup> grade (currently ca. 40 students)
  - o Working with the Pastor to select an appropriate family-based program
  - o Conducting (2) monthly family meetings, one at each site (Corpus Christi and Notre Dame), each on a Sunday morning.
  - o Maintaining records of enrollment, Sunday Mass attendance, and sacraments received
  - o Developing a fee payment system
  - o Creating and updating website information, Flocknote, and other forms of communication
  - o Crafting a budget and procuring materials
  - o Coordinating with the French-language program and overseeing Safe Environment Protocols for all programs
- Order of Christian Initiation for Adults
  - o With the Pastor, selecting or designing a curriculum for weekly or biweekly meetings
  - o Enlisting the help of trained clergy and educators for lessons and lectures
  - o Maintaining records of enrollment, Sunday Mass attendance, and sacraments received
  - o Creating and updating website information, Flocknote, and other forms of communication
  - o Crafting a budget and procuring materials
  - o Coordinating with the French-language program
- Adult Faith Formation
  - o Developing a curriculum for ongoing faith formation
  - o Crafting a budget
  - o Inviting speakers and retreat masters
  - o Coordinating with the Corpus Christi Chapter of the International Thomas Merton Society and Columbia Catholic Ministry for joint/shared events
  - o Raising awareness of events outside the parish (St. John the Divine, Columbia University, Union Theological Seminary, Jewish Theological Seminary, et al.)

- Sacramental Preparation
  - o Developing and giving instructional courses for baptismal and marriage preparation
  - o Maintaining pre-sacramental files and sacramental records
  - o Designing a follow-up program for those who have received the sacraments.
  - o Coordinating with the French-language Pre-Cana program
- Volunteer Outreach
  - o Developing opportunities for charitable work by parishioners
  - o Coordinating with the Carrefour Pastorale
- Online Presence
  - o Creating and sustaining the parish presence on Facebook, Instagram, and Flocknote
  - o Updating the parish website, especially as concerns DFFE responsibilities
  - o Promoting parish activities in the community and Archdiocese, including religious activities, educational opportunities, and musical events

**Qualifications:**

- Practicing Roman Catholic in good standing, committed to advancing the faith and being a stable and visible presence in the parish community
- Undergraduate or graduate degree in theology or religious education
- Regular availability to work nights and weekends
- Certification in Religious Education
- Safe Environment certification
- Proficiency with Microsoft Office, online communications, and eCatholic website maintenance
- Ability to take supervision from parish clergy and to work alongside parish staff and volunteers
- Orientation toward detailed organization, sustained communication with Pastor and involved parishioners, and thorough completion of projects
- French and Spanish-language ability preferred, but not required

**Compensation:**

- \$50,000–\$70,000, depending on experience
- No support staff envisioned