

DIOCESE OF BIRMINGHAM IN ALABAMA

Diocesan Director of Ongoing Catholic Formation

POSITION SUMMARY

The *Diocesan Office for Catechesis and Catholic Formation* seeks to assist the faithful of the Diocese, through sound catechetical and general Catholic formation, to obtain a deeper relationship with Jesus Christ within the heart of the Church, and a proclamation of that relationship and the beauty of the faith by word and deed. It is comprised of two offices: the Office of Catechesis and Christian Initiation, and the Office of Ongoing Catholic Formation.

The *Director of the Office of Ongoing Catholic Formation* is a qualified, professional, administrative catechist who, in obedience to the Bishop and under the supervision of the Vicar for Catechesis and Catholic Formation, and in collaboration with the Office of Catechesis and Christian Initiation, contributes to the mission of the Church in the following areas:

- All forms of adult Catholic catechesis and ongoing Catholic formation, including, but not limited to: college students, young adults, marriage, family life, the promotion of the respect for life, the imprisoned, the poor, the infirmed, and the aged

The Director works to serve and support those involved in these areas of ministry throughout the Diocese - pastors, parish catechetical leaders, catechists, campus ministers, and directors of programs at the parish level. The Director maintains collaborative relationships with other diocesan offices and agencies, with national and regional organizations relating to the areas mentioned, and with the People of God in general to promote continuing formation in the Catholic life and faith beyond their full initiation into the Catholic Church.

POSITION RESPONSIBILITIES

Observing the concrete needs of this particular Church, the Director is tasked with the following:

1. Organizing, under the supervision of the Vicar for Catechesis and Catholic Formation, a diocesan-wide commission to advise the Bishop on adult Catholic catechesis and ongoing Catholic formation, to include, but not limited to, (a.) methods and opportunities for adult catechesis and Catholic formation; and (b.) the establishment of parish, multi-parish, deanery, and diocesan structures for the promotion of adult catechesis and ongoing Catholic formation. The Director may be tasked as well with the establishment, as needed, of sub-committees of the commission to address specific areas related to adult catechesis and Catholic formation.
2. Implementing, monitoring, and engaging in ongoing evaluation of any action items formulated by the commission and approved by the Bishop.
3. Supporting those involved in the work of adult catechesis and Catholic formation throughout the Diocese, including Parish Priests, Deacons, parish leaders and coordinators of adult catechesis and Catholic formation programs. This is accomplished, among other ways, by (a.) ensuring means for formation for those involved in adult catechesis and Catholic formation at

the parish level; (b.) providing consultation in particular areas when requested; (c.) hosting periodic meetings for the building up of those involved in these areas and the sharing of resources amongst parish personnel; and (d.) assisting, when requested, in the recruitment, selection, training and promoting of professional and volunteer staff at the parish level.

4. Developing, in collaboration with the Judicial Vicar, the Chancellor, and a diocesan-wide commission, a diocesan plan for marriage preparation; ensuring the implementation of the plan; and engaging in ongoing evaluation of the plan.
5. Providing proactive recommendations of programs which pertain to the purview of this office and are beneficial for parish life, including suggestions on how to observe particular diocesan, national, or universal Church commemorations.
6. Fostering collaborative relationships with and among those involved in adult catechesis and ongoing Catholic formation in the diocese, and collaborating with the respective offices of the USCCB, other national bodies, and other dioceses.
7. Attending, when possible, such meetings and conferences related to the welfare and improvement of adult catechesis and ongoing Catholic formation in our diocese.
8. Coordinating, from time to time, diocesan-wide programs related to adult catechesis and ongoing Catholic formation.
9. Interpreting diocesan adult catechetical and ongoing Catholic ministry policies to personnel, community groups, and individuals.
10. Serving as the liaison for diocesan sponsored and/or approved apostolates which pertain to the purview of this office, including the Vicar for Campus Ministry for the support and promotion of campus ministry programs throughout the Diocese.
11. Conducting regular "Parish Profile" reviews of various forms of parish adult catechesis and ongoing Catholic formation to provide statistical and interpretive reports on these programs for the Bishop, the Vicar for Catechesis and Catholic Formation, pastors, and other parish leaders.
12. Directing the preparation and presentation of the budget for the Diocesan Office of Ongoing Catholic Formation.
13. Engaging in regular promotion of adult catechesis and ongoing Catholic formation events, materials, resources, etc. through various forms of communication, such as websites, social media, newsletters, etc.
14. Directing and coordinating the activities of the Diocesan Office of Ongoing Catholic Formation, and maintaining an adequate employee accounting system.

SUPERVISION

- SUPERVISED BY: The Vicar for Catechesis and Catholic Formation
- LEADS/GUIDES: Parish Leaders involved with ongoing Catholic formation
- COLLABORATES WITH: The Judicial Vicar, the Chancellor, the Office of Black Catholic Ministry, the Office of Hispanic Ministry, the Vicar for Campus Ministry, the Office of Sacred Liturgy

POSITION SPECIFICATIONS

EDUCATION:

- Required: BA in Catholic Theology plus MA in Religious Education, or equivalent

- Desired: Proficiency in English and Spanish; Updated postgraduate work; Courses and/or workshops on multicultural awareness and education.

EXPERIENCE:

- Required: At least 3 years working in parish Religious Education.
- Desired: Some experience working with southern rural parishes, multi-cultural parishes, as well as experience on the Diocesan level.

EQUIPMENT/TOOLS/WORK AIDS: Computer skills, copying machine, facsimile machine and knowledge of other office equipment

SPECIALIZED KNOWLEDGE & SKILLS: Must be:

1. Knowledgeable in the field of religious education and pastoral ministry.
2. Personable, flexible, understanding of others.
3. A good listener.
4. Able to assess the needs of the diocese and to plan to meet the needs.
5. Proficient on both written and spoken communication.
6. A challenger
7. Self-motivated.
8. Creative without imposing personal opinion on people.
9. Knowledgeable of southern culture.
10. A skilled administrator.

PERSONAL TRAITS QUALITIES & APTITUDES: Friendly, willing to work with other agencies. Open to ideas of others. Willing to work for the greater good of the Diocese. Willing to use personal gifts for the good of the whole. Able to win the respect and loyalty of co-workers.

- Must be a practicing Catholic
- Be able to work in a team context
- Possess clear evidence of integrity and the highest standards of ethical conduct
- Demonstrate an ability to motivate and win the respect and loyalty of staff, build a faith community and accomplish results through others
- Be literate in areas of new and developing educational technologies. Be sensitive to cultural and racial diversity
- Be flexible, assertive, persuasive and highly motivated
- Demonstrate an ability to accept responsibility for direction, control and planning of an activity
- Demonstrate an ability to make generalizations, evaluations and decision based on sensory or judgmental criteria
- Demonstrate an ability to perform a variety of duties requiring the changing from one task to another without loss of efficiency or composure
- Demonstrate an ability to communicate effectively with people of all cultural and socioeconomic backgrounds
- Demonstrate an ability to solve problems in a creative and effective manner
- Be willing to assess personal strengths and weaknesses and receive and respond to performance reviews and constructive criticism

WORKING CONDITIONS: Inside environment protected from weather, but not necessarily from temperature changes. Duties accomplished in the office, on location, and remotely. A substantial amount of traveling, mostly by automobile, both locally and out of town.