

DIRECTOR, OFFICE FOR CATECHETICAL FORMATION

The Office for Catechetical Formation is an office within the Office for Faith Formation with Youth and Young Adults, along with Office for Ministry with Youth, Office for Ministry with Young Adults, and the Catholic Youth Organization. All four offices are under the direct supervision of the Vicar of Faith Formation with Youth and Young Adults.

The Director is a practicing Catholic, in good standing with the Church, a person of prayer and a professional who is very knowledgeable of the catechetical ministry of the Roman Catholic Church. He/she is familiar with Church documents on evangelization and catechesis, especially the *Directory for Catechesis*, the *National Directory for Catechesis*, and *Catechism of the Catholic Church*.

The Director for Catechetical Formation fosters the catechetical mission and initiatives of the Archdiocese of Philadelphia for **elementary school-age children** and those who serve this age group and their families. He/she works closely with the other offices within the Office for Faith Formation with Youth and Young Adults.

The Director for Catechetical Formation supports pastors as the chief teacher of the parish by serving as a resource to him, his Director/Coordinator and Catechists of the Parish Religious Education Program, and to the Administrators and Teachers of the Parish or Regional Catholic Elementary School.

The Director for Catechetical Formation oversees the elementary religion curriculum; implements and manages the catechetical certification policies, courses and workshops for Parish Religious Education Programs and Catholic Elementary Schools; and directs the activities of the Association of Parish Directors, Coordinators and Administrators of Religious Education.

The Director for Catechetical Formation works collaboratively with other Archdiocesan offices regarding the religious education and sacramental preparation of **elementary school-age children**, particularly with, the Office of Catholic (Elementary) Education, the Office for Pastoral Care of Persons with Disabilities, the Office for Child and Youth Protection and the Office for Divine Worship.

RESPONSIBILITIES

A. OFFICE for CATECHETICAL FORMATION

1. ADMINISTRATION

- a. Supervises the Office for Catechetical Formation staff.
- b. Models Christian behavior and leads by example.
- c. Inspires and motivates staff to serve those entrusted to the care of the office.
- d. Encourages the professional and spiritual development of the staff.

- e. Follows general office policies and procedures as determined by the Vicar of Faith Formation with Youth and Young Adults.
- f. Meets regularly with the Vicar of Faith Formation with Youth and Young Adults to access the goals, strategies, and action plans.
- g. Communicates the goals, initiatives and plans of the office clearly to staff and offers guidance to carry out responsibilities and meet expectations.
- h. Keeps staff morale high through encouragement, clear direction and positive correction when needed.
- i. Monitors staff performance by giving consistent feedback.
- j. Conducts staff meetings to address action items, challenges, questions, and progress regarding office initiatives.
- k. Ensures staff follow the policies of the Archdiocesan Human Resources Department.
- l. Conducts annual performance reviews of staff.
- m. Attends national catechetical conferences e.g. Religious Education Congress, NCEA Conference.

2. OFFICE BUDGET

- a. Assists the Vicar of Faith Formation with Youth and Young Adults in creating the annual office budget.
- b. Manages budget.
- c. Submits personal expenses timely and on a monthly basis to the Vicar of Faith Formation with Youth and Young Adults.

B. PARISH RELIGIOUS EDUCATION

1. DIRECTORS/COORDINATORS/ADMINISTRATORS OF RELIGIOUS EDUCATION

- a. Assist Pastors by:
 - 1) developing job descriptions for parish positions;
 - 2) advertising, recruiting and recommending prospective candidates to pastors;
 - 3) serving on search committees at a pastor's request;
 - 4) addressing issues regarding job performance at the pastor's request.
- b. Provides guidance to Directors, Coordinators or Administrators of Parish Religious Education in developing catechetical plans for children regarding **sacramental preparation**, children with disabilities, and unbaptized children or children baptized validly in another ecclesial community
- c. Plans and coordinates the two-day Orientation Program for new Directors, Coordinators or Administrators of Parish Religious Education.
- d. Schedules parish visitations with new Directors, Coordinators or Administrators of Parish Religious Education.

- e. Assigns a mentor to a new parish Director, Coordinator or Administrator of Parish Religious Education if requested.
- f. Communicates important information in a timely manner via group email.
- g. Returns phone calls and email in a timely manner.
- h. Offers professional advice or spiritual counsel/direction to Directors, Coordinators or Administrators of Parish Religious Education.

2. PARISH RELIGIOUS EDUCATION PROGRAMS

- a. Assists pastors and Directors, Coordinators or Administrators of Parish Religious Education in identifying and developing new models for Parish Religious Education.
- b. Monitors the implementation of Archdiocesan Scope and Sequence Charts for the Core Curriculum of Parish Religious Education Programs.
- c. Emails upon request the (optional) Parish Religious Education Program mid-term and final assessments with the website link to the study guides.
- d. Visits Parish Religious Education Programs upon invitation.
- e. Ensures the Office for Catechetical Formation website is current.
- f. ***Acts as liaison to (full time) Home-Based Catechesis families.***
- g. Serves on the Archdiocesan Parish Religious Education Council.
- h. Consults with participating high schools re: Camp Caritas
- i. Works closely and consults with the Office for Pastoral Care of Persons with Disabilities in the areas of access and inclusion for children with disabilities for religious education and sacramental preparation.
 - 1) Consults with the Director on specific situations regarding children with physical, intellectual or emotional disabilities.
 - 2) Collaborates with the Director regarding workshops and resources for Directors of Religious Education
 - 3) Forms ad hoc committees with the Director to update or create new policies, guidelines, or resources to ensure access and inclusion of all children for religious education and sacramental preparation.
- j. Collaborates with the Office for Child and Youth Protection on matters relating to Safe Environment.
 - 1) Implements policies pertaining to safe environment as they relate to parish religious education by ensuring:
 - a) all adults have proper clearances and training.
 - b) KidTalk lessons are taught annually.
 - c) parish religious education directors submit the annual safe environment audit.
 - d) training for teenagers for parish religious education, Vacation Bible School/Camp, Camp Caritas and other related activities.

- 2) Consults with the Director on situations which arise in parish religious education programs or situations related to the reception of first sacraments.
 - k. Collaborates with the Office for Parish Services and Support on matters relating to data.
 - l. Collaborates with the Office for Divine Worship on matters relating to:
 - a. Rite of Election and of the Call to Continuing Conversion
 - b. Sacraments
3. ARCHDIOCESAN ASSOCIATION OF PARISH DIRECTORS, COORDINATORS AND ADMINISTRATORS OF RELIGIOUS EDUCATION (PD/C/ARE)
- a. Serves as the primary point of contact between the Executive Board and the Vicar of Faith Formation with Youth and Young Adults.
 - b. Collaborates and consults with the Executive Board regarding professional development programs and faith formation opportunities for members. These initiatives include, but are not limited to the following annual events:
 - 1) Fall and Spring Professional Development Days
 - 2) D/CREs Gathering in Avalon
 - 3) Annual Advent Reflection Day and Malvern Retreat
 - 4) Annual Mass for Religious Education and Award Ceremony (Cathedral)
 - 5) Catechetical Convocation
 - c. Communicates information on behalf of the PD/C/ARE Association electronically to the membership.
 - d. Attends meetings of the Executive Board of PD/C/ARE.
 - e. Attends monthly county meetings of PD/C/ARE.
 - 1) Approves the County Representative's agenda prior to the meeting.
 - 2) Reviews and approves the meeting summary notes before distribution to the county membership.
 - f. Supports the Association by providing guidance during the nomination and election process of Board Members.
 - g. Assists the Association by overseeing annual membership drive and works with the Associate Director in collecting registrations, fees and production of the annual membership directory.
 - h. Reviews the Constitution and By-Laws with the Executive Board annually. If revisions are needed,
 - 1) Updates the Constitution and/or By-Laws
 - 2) Posts the revised Constitution and By-Laws to the Office for Catechetical Formation website and distributes electronically to the membership

4. ARCHDIOCESAN PARISH RELIGIOUS EDUCATION COUNCIL
is governed by By-Laws and chaired by the Auxiliary Bishop of Catholic Education.
 - a. Sits on the Council by virtue of office.
 - b. Assists the Auxiliary Bishop of Catholic Education and Vicar of Faith Formation with Youth and Young Adults in:
 - 1) determining the calendar dates for (3) meetings during the academic year;
 - 2) offering agenda items for the meeting;
 - 3) working with the Vice-President of the PD/C/ARE Association in formulating the meeting summary notes;
 - 4) ensuring that the meeting summary notes are sent in a timely manner to the Bishop for his review and approval and at least one week prior to the upcoming meeting.
 - 5) sending communications on his behalf to the members.

C. CATECHETICAL CERTIFICATION AND PROGRAMS

1. Knows the history of Catechetical Certification (Archdiocese of Philadelphia) and corresponding policies:
 - a. Religious Education Certification (1970's-July 2006)
 - b. Catechetical Certification (August 2006-July 2022)
 - c. Master Catechetical Certification (effective August 2022)
 - d. Basic Catechetical Certification (effective August 2022)
2. Oversees and implements the Catechetical Certification Policies of the Archdiocese of Philadelphia (effective August 2022)
 - a. Master Catechetical Certification Policy is for all lay Catholic Elementary administrators and teachers as well as Directors/Coordinators of Religious Education who do not hold an undergraduate degree in theology or religious studies or equivalent from a Catholic University.
 - 1) Catechetical Courses:
 - a) Informs Elementary School Administrators and Teachers of catechetical credit opportunities in a timely manner and via the Office for Catholic Education emails to principals.
 - b) Directs the Associate Director to update information on the Office for Catechetical Formation website.
 - c) Coordinates the annual Catechetical Orientation program as part of the New Teacher Induction Day; collaborates with the Office of (Elementary) Catholic Education staff regarding date and schedule.
 - d) Oversees the synchronous learning courses for catechetical credit:
 - i. creates annual roster of courses;

- ii. ensures zoom link (or similar digital platform) is created and communicated to participants and facilitator if using office zoom;
 - iii. trains facilitators to oversee the course upon need or request;
 - iv. collaborates with Vicar of Faith Formation with Youth and Young Adults for new courses which includes video, facilitator manual and student handouts.
 - e) Collaborates with the Vicar of Faith Formation with Youth and Young Adults and Dean, School of Theological Studies, St. Charles Borromeo Seminary, regarding Catechetical Institute courses and schedule.
 - f) Collaborates with the Administrator of the Hispanic Catholic Institute regarding the Church Ministry Program.
- 2) Reviews teacher transcripts from a Catholic college or university for approval of theology/religion courses. Apply these credits to the teacher's Archdiocesan Catechetical Course Record.
 - 3) Audits lay teacher records upon principal upon the request of the Assistant Superintendent, *visit schools to audit teacher records*.
 - 4) Provides principal with faculty catechetical records upon request
- b. Basic Catechetical Certification Policy is for all PREP catechists.
3. Directs the Associate Director in the management and maintenance of the catechetical certification database which holds the catechetical certification records.

D. OFFICE OF ELEMENTARY CATHOLIC EDUCATION

1. Attends Elementary staff meetings.
2. Advises the Secretary/Superintendent of Elementary Schools in matters of Catholic Identity, Religion Curriculum and Staff Development in collaboration with the Vicar of Faith Formation with Youth and Young Adults.
3. Forms and chairs an ad hoc committee for Elementary Religion Curriculum when needed.
4. Plans and coordinates the New Teacher Orientation Catechetical Program.
5. Participates in the New Administrators' Orientation Day in giving an overview of the mission of Catholic schools and the Master Catechetical Certification Policy.
6. Works with the Vicar of Faith Formation with Youth and Young Adults and Assistant Superintendent in planning and presenting sessions on the mission of Catholic Education as part of the Elementary Administrators Development Program (EADP.)

E. PROFESSIONAL ASSOCIATIONS

1. *Archdiocesan representative on the Pennsylvania Conference for Catechetical Leadership (PCCL.)*

QUALIFICATIONS

Education: Master's degree in theology or religious studies

Specialized Knowledge: Practicing Catholic in good standing

Abilities: Leadership and management skillset; exceptional written and verbal communication skills, analytical skills, adaptable, creative, empathetic, visionary, collaborative, inspiring, decisive, organized, composed...

Experience: A minimum of five years as a Diocesan Director in catechesis or education

Ability to travel throughout the footprint of the Archdiocese of Philadelphia

A valid driver's license

Proficient with multiple software programs including MS Office, IOS, and Google Drive

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tool, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 lbs.