

**Diocese of Rockford
Position Description**

Title: Director of Religious Education and Formation

Department: Department of Educational Services

Reports To: Moderator of the Curia

Position Overview

The Director of Religious Education and Formation is responsible for providing leadership, consultation, training, and support for formation opportunities and programs for adults, catechists, and lay leaders in the Diocese of Rockford.

Duties and Responsibilities

1. Implement the goals and objectives of the Diocese of Rockford and Department of Educational Services, especially in regard to catechetical, theological, and lay formation.
2. Attend to Diocesan faith formation needs, addressing these needs in conjunction with Catechetical and Pastoral Leaders at the diocesan, deanery, and parish levels, with a view toward planning and implementing effective formation programs for persons of all ages.
3. Serve as a theological and catechetical resource to the Department of Educational Services and other diocesan offices and personnel as needed.
4. Provide direct supervision to the Regional Directors of Religious Education, including casting the vision that directs their efforts throughout the various regions of the diocese, meeting with them regularly, and overseeing their work.
5. Prepare and monitor a budget related to programs of responsibility.
6. Direct and oversee the planning, implementation and instruction of on-going formation opportunities for lay leaders throughout the Diocese of Rockford.
7. Oversee and promote the Catechist Certification process, programs, and classes offered throughout the diocese.
8. Direct the planning, development, advertising, implementation, and instruction of the curricula of the Diocese of Rockford Ministry Formation Program. This includes: selecting, securing, and evaluating parish locations where classes are held; recruiting and maintaining an effective faculty of instructors and retreat leaders; planning and overseeing the budget and all finances for the program; promoting the Ministry Formation Program and recruiting prospective candidates through parish visits, contact with pastors, and pastoral leaders and marketing; overseeing the progress of every candidate in completing all necessary assignments and attendance requirements for certification.
9. Offer courses in the Diocesan Theological Institute that provide ongoing formation opportunities for Ministry Formation graduates, as well as for Permanent Deacons and their wives.
10. Plan and facilitates the New Catechetical Leader workshop annually for new hires throughout the diocese.
11. Administer the Bishop O'Neill Awards annually for outstanding and long-term catechists.

12. In conjunction with other staff, collect, monitor, and supervise statistical information and permanent records related to applicable programs.
13. Oversee the dissemination and collection of the Annual Parish Reports by parish catechetical leaders at every parish in the diocese.
14. Assist Pastors with the annual evaluation of catechetical leaders at the parish, as needed.
15. Assist other diocesan leaders as needed with the creation and implementation of diocesan Safe Environment guidelines and policies.
16. Attend occasional national and regional meetings, such as the NCCL conference, gatherings of Illinois Diocesan Directors of Religious Education, etc. and participates in conference or regional projects and efforts, as needed.
17. In conjunction with Regional Directors of Religious Education, attend deanery meetings of parish catechetical leaders, communicating diocesan-level concerns as needed.
18. Meet annually with the Catholic High School Religion Department Chairpersons to discuss issues of common concern.
19. May be given various other assignments and projects consistent with the responsibility level and general duties of a Director.

Requirements and Preferences

- Education Required: Master's Degree in related field (Theology / Catechesis / Pastoral Ministry); knowledge of Church doctrine, especially the documents on Evangelization, Catechesis, and Lay Ecclesial Ministry; familiarity with principles and dimensions of adult faith formation and catechist formation.
- Experience Required: Five-year experience in related field; demonstrated experience in leadership and management of staff, including fiscal responsibility.
- Experience Preferred: At least three-year experience at Diocesan level; working knowledge of diocesan structures, parishes and operations.
- Skills Required: Excellent communication, organizational, administrative, and presentation skills; proficiency with computers and electronic communication; ability to supervise and oversee staff; ability to work in collaboration with other diocesan offices to communicate and implement diocesan vision, guidelines, and policies with parish leadership; competence in creating and managing budgets and careful monitoring all spending.
- Skills Preferred: Bilingual in Spanish and English is preferred.
- Other Required: Must be a practicing Roman Catholic with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service, with a mission-driven understanding of Catholic education and the Church's vision for lifelong faith formation; availability to work evenings and weekends as needed.

Professionals wishing to apply should send a resume and introductory letter to catholiceducationoffice@rockforddiocese.org.