

Director of Discipleship for Catholic Family of Cheektowaga

The Director of Discipleship is a leadership role that has oversight responsibility and, in some cases, direct responsibility for the following areas of Discipleship:

AREAS OF DISCIPLESHIP

- Early Childhood Religious Education
- Religious Education (grades Kindergarten through grade 10)
- Adult Faith Formation
- Young Adult Outreach (ages 18-39)
- Youth Ministry (grades 6-8 and 9-12)
- Formation and training for all adults

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify programs and initiatives that will foster missionary discipleship across all areas of discipleship.
- Use recommended resources provided by the Diocese of Buffalo.
- Supervise and lead appropriate staff; hold regular staff meetings.
- Create and provide formation for appropriate committees/working groups to address each of the areas of discipleship.
- Provide and encourage initial and ongoing formation for all staff at all levels.
- Personally participate in formation and self-development opportunities.
- Take advantage of recommended programs and initiatives offered by the Diocese of Buffalo and its collaborators.
- Inform parishioners of these recommended programs and initiatives.
- Consult regularly with the Family Pastor and Family Team.

REQUIRED EDUCATION/EXPERIENCE

- Be a practicing and engaged Catholic with at least a bachelor's degree in religious education, Theology, or related area plus a minimum of five years successful experience in parish and/or diocesan work.
- Have experience in organizing classroom experiences for PreK through Confirmation classes.
- Be trained in diocesan mandates for sacramental preparation.

GENERAL JOB REQUIREMENTS

- Scheduled office hours twice a week, 1 to 4 pm; evening and weekend hours as necessary.
- Work flexible hours depending upon the requirements of the position within the Family.
- Be open to working at various sites and be able to travel as needed.
- Have strong knowledge and understanding of current trends and practices.
- Provide strong leadership in the area of discipleship.
- Work collaboratively with staff, committees, parishioners, and Family leaders.
- On a regular basis, evaluate and assess the work of discipleship within the Family.
- Update website, bulletin announcements and emails/phone calls to parents as needed, giving as much notice as possible to keep families and parishioners informed.

CHILDREN AND YOUTH FORMATION REQUIREMENTS

- Develop and plan curricula for classroom teaching of grades PreK through Grade 10, following diocesan guidelines and grade-level requirements.
- Publicize programs through bulletin announcements, emails, website postings to inform parishioners of schedule and sign-up families.
- Recruit and supervise volunteer catechists to teach children from Pre-K through Grade 10 (Confirmation class) in classroom settings.
- Recruit parent volunteers when needed to assist with classroom activities or office needs.
- Plan monthly Sunday liturgy preparation for individual grades to assist with Family Mass, rotating parish venues, planning after-Mass social gathering with parent assistance.
- Following annual calendar, plan family special services (Sacrament of Reconciliation for grades 4-10 twice a year, recitation of Rosary in October and May, Stations of the Cross in Lent).
- Organize accommodations to handle special needs when necessary (e.g., students who enter program without sacraments, families that move into area after program has started).
- Coordinate with program schedule of School of Two Hearts regarding room and space needs.

ADULT FAITH FORMATION REQUIREMENTS

- After consultation with pastoral team, develop curricula for RCIA program and 2 Bible study classes per year (prior to Advent and prior to Lent).
- Publicize and encourage ongoing faith formation for adults through various means of communication including bulletin announcements, email, website postings.
- Following annual calendar, plan special services (several week Bible study in fall and spring, pro-life event at Queen of Martyrs, RCIA sacramental preparation for Easter Vigil reception of sacraments).

SALARY

- \$22.00 per hour (Part-time, up to 36 hours per week)
- 3 weeks paid vacation per year.
- Holy Days off (unpaid)
- No health insurance or additional benefits provided.

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- Position to start June 1, 2024
 - Application due by April 15, 2024 – interviews to be conducted in mid-April, with position filled by May 1.
 - Please submit your interest in applying for this position (a one-page letter stating your qualifications, experience, and expectations for this program) to:

**Our Lady Help of Christians Church
4125 Union Road
Cheektowaga, NY 14225**