

## **Job Description**

**Department:** Office of Faith Formation  
**Position:** **Associate Director for Lay Formation**  
**Category:** Full Time, Exempt  
**Supervisor:** Chancellor  
**Salary Scale:** \$70,000- \$75,000

### **JOB SUMMARY:**

The Associate Director for Lay Formation assists the Bishop of Sacramento in developing and implementing the overall vision of faith formation in the Diocese. Specifically, the Associate Director will be responsible for forming and recruiting new Master Catechists and organizing the ongoing development of parish catechetical leadership. In collaboration with the regional Coordinators for Faith Formation, the Associate Director will create and coordinate formation days, training sessions, seminars, and workshops for Parish Catechetical Leaders, RCIA Coordinators, Confirmation Coordinators, and others involved in Faith Formation.

### **SPECIFIC RESPONSIBILITIES INCLUDE:**

- Advocacy for Life-long Faith Formation and Formation of Lay Ministry Leaders
- Supervising the regional Coordinators for Family & Faith Formation
- Ongoing Training and Support for Lay Ecclesial Ministers and Formation for the Lay Apostolate
- Ongoing workshops and training sessions for lay ecclesial ministers, lay ministry leaders, parish staffs, and parish councils
- Orientation, consulting, and support for ministry leaders in both parishes and movements

### **Basic Catechist / Basic Ministry Formation**

- Development and approval of parish and movement-based programs in basic catechist and basic ministry formation that qualify for the California Catechist Certification
- Continued oversight over Catechetical Foundations cohorts throughout the Diocese
- Tracking basic certification, issuing of certification and re-certification for parishes, schools, and movements

### **Master Catechist / Advanced Lay Formation / Graduate Program**

- Development and implementation of Specializations in collaboration with other Pastoral Center Offices, Master Catechists, and parish staff and volunteers
- Tracking Master catechist / Advanced Lay Formation certification, issuing of certification and re-certification
- Overseeing the Graduate Program to support parish ministers pursuing master's degrees in theology, ministry, or allied fields

### **Recruiting and Mentoring Lay Ecclesial Ministers Leadership for Lay Apostolate**

- Recruiting and developing Master Catechists, either through the existing Graduate Program or through other means
- Continuing liaison activities with the Lay Mission Project

### **Ministry Days**

- Assist in the planning and execution of the annual Ministry Days conference, in collaboration with the Office of Events & Special Projects, and other Diocesan offices.

### **Other tasks as assigned by the Chancellor**

**IDEAL CANDIDATE WILL HAVE:**

- A master's degree in theology, catechesis, or related field
- A minimum of 5 years of experience in parish and/or diocesan ministry
- Good understanding of formation, in particular formation of lay missionary disciples
- Good intercultural skills, experience working with ministers from diverse backgrounds
- Bilingual (English & Spanish) preferred, but not required