



Job Title: Director of Learning
Department: Pastoral Staff
Job Grade: M-5
Category: Non Exempt Part Time with Benefits
Reports to: Pastor
Revision Date: June 15, 2020

Position Overview:

The Director of Learning, with direction from the Pastor, is responsible for the successful operation of the Faith Formation Program involving – initial and on-going or adult learning in the parish. This position is responsible for direct supervision of the entire Faith Formation staff and volunteer. In addition to this supervision, the Director of Learning will coordinate one of the Faith Formation segments, that is, children, middle school, high school, or even an adult faith program. The goal of the Director of Learning is to help families nurture a love and devotion to their Catholic faith and identity. The Director of Learning ensures that the curriculum, volunteers, resources and the implementation of all initial and adult Faith Formation support Vatican II teachings of the Church and encourage opportunities for participation in parish life.

Essential Job Functions:

- Works in coordination with the Director of Liturgy and Director of Living.
- Supervision/Personnel
 - Responsible for all Faith Formation staff
 - Works with Faith Formation Office manager administrative support and procurement of resources for faith learning
 - Individual meetings with each staff member as needed.
 - Conducts Faith Formation department staff meetings.
 - Recruits, interviews, and hires Faith Formation staff with approval of the Pastor and HR sub-committee of the Finance Council.
 - Administers staff contracts, performance evaluations, time sheets, etc.
 - Responsible for on-going Faith formation staff and volunteer development.
 - Coordinate one of the faith formation segments: elementary, middle school, or high school youth, utilizing volunteers to facilitate the programs.
 - Meets monthly with Pastor and other Pastoral Staff to discuss department activities.
- Volunteer Management

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- Recruits, interviews, trains, supervise and evaluate volunteers for all levels of involvement in the Faith Formation and Adult Formation Programs.
- Performs orientation and training of Faith Formation and Adult Formation Coordinators, who have oversight of the Faith Formation programs. This includes training on curriculum and use of supplementary resources.
- Provides in-service opportunities and ongoing formation for Faith Formation Coordinators in conjunction with the requirements set by the diocese.
- Provides daily support for Faith Formation Coordinators.
 - Assists Coordinators in meeting preparations.
 - Discuss individual lesson plans with Coordinators as needed.
- Ensures Safe Environment compliance to Diocesan guidelines for Faith Formation volunteers.
 - Provides Safe Environment training to catechists and other parish volunteers.
 - Teaches Safe Environment curriculum to all Faith Formation students annually to comply with diocesan requirements.
 - Reminds catechists about training and screening obligations.
 - Provides Live Scan forms for catechists and monitor compliance.
 - Reviews Safe Environment budget for Faith Formation department.
- Communication
 - Provides effective communication of all Faith and Adult Formation programs at Saint Charles Borromeo.
 - Supports the Coordinators and volunteers in their efforts of bringing the formation of our faith to our children by encouraging them to be present at sacrament classes and events.
 - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
 - Integrates and complements the activities of the parish community into all Faith Formation and Adult Formation programs.
- Curriculum Development
 - Ensures that all curricula for all Faith Formation and Adult Formation programs support the teachings of the Catholic Church and the Parish mission statement.
 - Reviews and order textbooks/online curricula for all Learning programs.
 - Reviews supplemental resources for Faith Formation and Adult Formation program (videos, books, online resources, games, arts & crafts.)
 - Develops and reviews curriculum for Adult Faith Formation programs.
 - Develops program calendar for Adult Faith Formation programs.

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- Reviews Faith Formation program calendars with Coordinators to ensure no conflicts.
- Reviews worship aids for sacramental celebrations.
- Occasionally implements special formation programs for families whose needs fall outside the normal scope of Faith Formation programming.
- Coordinates regular parish wide Adult Formation programs.
- Develops and coordinates adult tracts for sacramental preparation.

- Spiritual and Professional Growth
 - Develops catechetical and spiritual formation opportunities for staff and Coordinators and encourages ongoing formation for Coordinators in conjunction with the requirements outlined by the Diocese of Oakland.
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats, and institutes, while keeping continuing education costs within budget guidelines.

- Administrative Functions
 - When necessary, greets and assists parishioners and visitors, referring them to appropriate contacts.
 - Receives phone calls and responds to messages on a timely basis.
 - Recommends purchases of resources and supplies for Adult Formation.
 - Gives input to office equipment purchases when needed.
 - Supervises the tracking of audio/visual and small office equipment for Faith Formation office.
 - Responsible for the cataloging of resources in Faith Formation Library.
 - Oversees and assists in registration of families for Faith Formation programs.
 - Supervises recruiting of volunteers to help with registration.
 - Ensures proper processing of all registration forms.
 - Supervises collecting and recording of tuition payments.
 - Distributes tuition waiver forms when requested and forwards waiver requests to the Business Manager and Pastor for approval.
 - Develops and/or reviews the annual budget for the Faith Formation and Adult Formation departments.
 - Timely submits bills and consistently reviews department expenses to ensure compliance with budget.

- Parish Leadership
 - Makes annual presentations to all levels of Learning programs.
 - Communicates support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

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- Presents faith formation activities or reports to Pastor, Pastoral council or finance council when invited.

Non-Essential Job Functions

- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends Diocesan meetings related to Faith Formation and Adult Formation.
- Attends parish functions when possible.

Requirements:

- A practicing Roman Catholic with an informed understanding of conciliar and post conciliar teaching of the Second Vatican Council and how it applies to the mission of Saint Charles Borromeo parish.
- Master of Arts Degree in Religious Studies, Theology or related field or the equivalent in education and experience.
- Excellent interpersonal, communications, public speaking, and presentation skills
- Strong management/supervision experience
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, Constant Contact, etc.
- Must be able to have flexibility in work hours
- Excellent organizational skills required
 - Must be able to multi-task
 - Must be able to think clearly under pressure
 - Must possess good record-keeping skills
 - Must have strong time management skills

Other Skills/Abilities:

- Ability to present oneself professionally
- Ability to maintain confidentiality
- Ability to prioritize and to be flexible
- Ability to lead, plan and manage change
- Passion, or the willingness to become immersed in work

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**To apply please submit letter of intent and resume by August 31, 2020 to:
frkwame@stcharlesborromeo.org**

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