

2012-2013
Guidelines for Hiring/Retention
Of a
Parish Faith Formation Leader

DIOCESE OF CAMDEN
FAITH and FAMILY LIFE
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DIRECTIONS FOR THE HIRING/ RENEWAL PROCESS

In order to provide you with helpful guidance and assistance through the **Faith Formation Leader Hiring/Renewal Process**, the following directions have been developed. This process is in full accord with the policies found in ***Faith Formation in the Diocese of Camden***. The following materials are enclosed in this booklet:

- **Norms & Benefits**-----p 3
- **Qualities & Skills for Effective Ministry as a Parish Faith Formation Leader**----- p. 4
- **Performance Review**-----pp 5-7
- **Guidelines for Developing a Job Description**----- pp 8-9
- **Job Description Form**----- p 10
- **Program Goals Form**----- p 11
- **Personal Formation & Professional Growth Plan Form**----- p12
- **Compensation Worksheet**----- p15
- **Salary Range for Lay Faith Formation Leaders**

THE PARISH SHOULD BEGIN THE HIRING/RENEWAL PROCESS BY THE LAST DAY OF MARCH. IF THE PARISH WISHES AN EXTENSION, THE FAITH FORMATION LEADER SHOULD RECEIVE WRITTEN NOTICE THAT THE DETERMINATION OF RENEWAL WILL BE DELAYED. THE PARISH SHOULD, NO LATER THAN APRIL 15, ADVISE THE FAITH FORMATION LEADER OF THE STATUS OF THE PROCESS.

THE FOLLOWING STEPS SHOULD BE FOLLOWED FOR THE RENEWAL PROCESS AND SHOULD BEGIN ON OR ABOUT MARCH 15:

- ___ **1.** Pastor provides a copy of the **Performance Review** to the Faith Formation Leader.
- ___ **2.** Pastor and Faith Formation Leader individually complete the **Performance Review**.
- ___ **3.** Pastor and Faith Formation Leader meet to compare and discuss the **Performance Review**.
- ___ **4.** Pastor and Faith Formation Leader review and, if necessary, revise **Job Description**.
- ___ **5.** Pastor and Faith Formation Leader develop clear and measurable **Program Goals**.
- ___ **6.** **Personal Formation and Professional Growth Plan** for the Faith Formation Leader is discussed and agreed upon by the Pastor and Faith Formation Leader.
- ___ **7.** The **Compensation Worksheet** is completed and the appropriate grade level is determined.

SALARY SCHEDULE

Salaries are designed to be reasonable and fair for the parish and the Faith Formation leader. The amount of compensation is based on responsibilities, experience and education. The salary schedule for full-time Lay Faith Formation Leaders is approved by the appropriate Diocesan authorities. Part-time Faith Formation Leaders will receive a prorated salary using the appropriate grade level.

▪ **WHEN SALARIES ARE UNDER THE MINIMUM**

Directors/Coordinators currently under the minimum of their level should be brought up to the minimum of the level within two years. This allows the parish to plan for the salary changes. However, it is recommended that the salary be increased by 50% of the difference in the current year.

▪ **WHEN SALARIES ARE OVER THE MAXIMUM**

Salaries over the maximum of the level will be eligible for minor salary increases in accordance with the published Compensation Guidelines.

___ 8. Place a copy of the following in the Faith Formation Leader's parish personnel file:

- **Performance Review**
- **Job Description**
- **Program Goals**
- **Personal Formation and Professional Growth Plan**

___ 9. Pastor gives the Faith Formation Leader a copy of the following:

- **Performance Review**
- **Job Description**
- **Program Goals**
- **Personal Formation and Professional Growth Plan**

BY April 30 SEND TO the FAITH and FAMILY LIFE OFFICE

A COPY OF THE FOLLOWING:

- 1. Job Description**
- 2. Program Goals**
- 3. Personal Formation and Professional Growth Plan**
- 4. Norms/Benefits**

(Include a copy of the benefits, if different than those outlined in the Human Resources Office, Diocese of Camden..)

**QUALITIES AND SKILLS
FOR EFFECTIVE MINISTRY
AS A PARISH FAITH FORMATION LEADER
(All ministry areas-children, youth, adult & family)**

1. FAITH FORMATION LEADER AS A PERSON OF FAITH

- Is an integrated person who communicates gospel values through daily living.
- Is a believing Christian, a person of prayer, and a practicing Catholic.
- Pursues continued growth in faith and spiritual direction.

2. FAITH FORMATION LEADER AS CATECHIST

- Has a solid background in theological studies and/or religious education, and continually seeks updating through courses, seminars, workshops, books, and periodicals.
- Has a broad understanding of Church in both its divine and human elements and characteristics, and helps others to grow in their understanding.
- Is able to provide information in faith, knowledge and growth in catechetical skills for catechists.
- Is an enabler who can help others to realize and fulfill their baptismal call.
- Has self knowledge of strengths and weaknesses, and gives evidence and example of continuing personal growth.
- Has the skills required to select appropriate materials for use in catechetical programs.

3. FAITH FORMATION LEADER AS COMMUNITY BUILDER

- Demonstrates interpersonal relationships with pastoral and catechetical staffs, parents and other parish groups.
- Has the capacity to work with various age level; adult, youth and children.
- Possesses qualities including openness, empathy, pastoral discernment and the ability to empower others.
- Is able to handle conflict effectively, in the best interest of all concerned.

4. FAITH FORMATION LEADER AS ADMINISTRATOR

- Possesses personal characteristics of leadership, creativity and vision. Is a self-starter.
- Has good communication skills; oral and written.
- Is able to empower others and delegate authority where needed.
- Demonstrates organizational skills of planning, record keeping and budgeting.
- Has the ability to work toward implementation and periodic evaluation of goals and objectives.
- Is committed to implementing all policies and guidelines of the parish and diocese.

TO BE COMPLETED BY THE FAITH FORMATION LEADER & THE PASTOR

PERFORMANCE REVIEW

TITLE _____ PARISH _____

Signature of Faith formation Leader Date Signature of Pastor Date

Indicate your overall rating of the performance rendered by this professional using the following scale:
4 = EXCELLENT; 3 = VERY GOOD; 2= GOOD; 1= NEEDS IMPROVEMENT
 If a number (1) was selected, please explain in the comments section.

PASTOR FFL PROGRAM DEVELOPMENT

- _____ _____ Develops and maintains faith formation programs for all age levels
- _____ _____ Reviews, selects and acquires suitable materials for faith formation programs.
- _____ _____ Develops curriculum in keeping with the guidelines of the Diocese and the National Directory for Catechesis.
- _____ _____ Works collaboratively with other parish ministers to ensure an integrated approach to the parish’s faith formation efforts.
- _____ _____ Works with parents to ensure their support and involvement in the parish Catechetical Program.

COMMENTS:

PASTOR FFL RECRUITMENT AND TRAINING OF VOLUNTEER PERSONNEL

- _____ _____ Recruits sufficient volunteers and aides to conduct the parish faith formation programs.
- _____ _____ Provides regular in-services to train volunteers in basic theology & the methods of catechesis.
- _____ _____ Encourages volunteer catechists to obtain diocesan certification and supports them in this effort.
- _____ _____ Provides periodic spiritual enrichment and community building experiences (evenings of reflection, appreciation dinner, etc.).
- _____ _____ Offers constructive suggestions for improvement to catechists in all levels of faith formation as needed throughout the year.

COMMENTS:

PASTOR FFL ADMINISTRATION

- _____ ___ Supervises the faith formation office staff and volunteers.
- _____ ___ Develops a comprehensive calendar of all aspects of the faith formation program and coordinates this with the parish master calendar.
- _____ ___ Prepares an annual budget and oversees expenditures after its approval.
- _____ ___ Arranges for use of the facilities needed to conduct the various faith formation programs and oversees the proper use and maintenance of these facilities.
- _____ ___ Maintains necessary records so indicated by the Diocese.
(Adult background checks, CAP instruction of minors and parents).
- _____ ___ Maintains accurate child records related to registration, attendance and evaluations, as well as any required documentation related to sacramental preparation and celebration.

COMMENTS:

PASTOR FFL COMMUNICATION

- _____ ___ Attends parish staff meetings and updates members regularly on matters pertaining to the faith formation program.
- _____ ___ Informs parents in a timely manner of program events and policies e.g., registrations, fee/tuition policy, sacramental preparation schedule and policies, parent meetings, enrichment opportunities, etc.
- _____ ___ Serves as staff representative to the parish faith formation committee and submits reports as requested.
- _____ ___ Maintains regular contact with diocesan agencies and local cluster structures in order to stay informed of policies and programs.
- _____ ___ Demonstrates pastoral attitudes when working with the catechetical and parish staff as well as all parishioners

COMMENTS:

PASTOR FFL CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

_____ ___ Continues personal and spiritual formation through retreats, days of reflection, reading, small faith-sharing groups, Scripture study, workshops, prayer and other such experiences.

_____ ___ Continues professional growth and formation through reading, peer associations, networking, attending institutes, workshops, classes, study days and other resource opportunities offered by the diocese.

COMMENTS:

GUIDELINES FOR DEVELOPING A JOB DESCRIPTION

This information can be used by the pastor and/or hiring committee/board in developing a job description for a Faith Formation Leader. Involving the person or people who may ultimately hold a position in the development of a job description, for a particular position, may help maximize that person's effectiveness in the position.

The focus of a job description should be on the desired results. Thus, the focus of a record keeping responsibility can be addressed in a statement such as, "Maintain adequate records for those enrolled in the program," rather than focusing on the activity itself, "Make records for those enrolled in the program."

It can be helpful to list the responsibilities of the position in order of their importance, or in the order in which they will command time of the professional. Here are some questions to consider:

- What are the key responsibilities of the position?
- What are the goals/targets expected for the tasks of these responsibilities?
- What individuals/resources/space will be required to accomplish these tasks?
- Will the position require the professional to recruit individuals or to acquire and maintain the resources and space needed for the tasks?
- Will the position require training of volunteers? How Many? Is there a minimum standard for time, content, etc.?

A position may require collaboration with other parish professionals, or the supervision of other staff members. Here are some questions to consider:

- What are the general areas of collaboration that can be foreseen at the time of writing the job description?
- Who is responsible for initiating the collaborative efforts? Who will be responsible for the results of the collaboration?
- How many staff members are to be supervised? What interaction will be required of the supervisor?

Each parish Faith Formation Leader answers directly to the pastor. Here are some questions to consider:

- How often will the professional be required to update the pastor?
- Is there specific information the professional will be required to provide the pastor with on a regular basis?
- In what areas might the professional be asked to serve as a resource to the pastor?

A Faith Formation Leader, regardless of his/her personal educational and professional background, needs continual updating in the theology and practice of church ministry and networking with other professionals in other parishes and in the Diocese, in order to serve in the most effective manner. Here are some questions to consider:

- Are there groups of professionals in the Diocese within which the professional may find professional support?
- Are there professional associations to which the professional should have membership at the expense of the parish?

Professional will work within Diocesan and Parish structures of leadership.

- Are there parish committees that require the membership of the professional?
- Are there parish meetings that the professional should attend? If so, in what capacity should that person attend? How often would they be required to attend?

A job description should be realistic. It should not be developed as an ideal in mind to which a professional can work towards, but rather something possible within the time contracted by parish and professional.

Job descriptions should be viewed annually at the time of the performance evaluation

2012-2013 JOB DESCRIPTION

TITLE _____ PARISH _____

Signature of the Faith Formation Leader Date

Signature of Pastor Date

Supervisor:

Professional Staff Member General Responsibilities:

Ministry Area Responsibilities:

Other Responsibilities as assigned:

2012-2013 PROGRAM GOALS

TITLE _____ PARISH _____

Signature of Faith Formation Leader Date Signature of Pastor Date

GOAL	DATE COMPLETED

2012-2013 PERSONAL FORMATION & PROFESSIONAL GROWTH PLAN

TITLE _____ PARISH _____

Signature of Faith Formation Leader Date

Signature of Pastor Date

Please identify and describe how you will work toward at least one goal in each of the following two sections: Personal Formation(Section A) and Professional Growth (Section B). As you design your plan, refer to the **national certification standards for lay ecclesial ministers serving as Parish Catechetical Leaders**, which are located on the Faith and family Life page of the website - (www.camdendiocese.org).

Section A. Personal formation: [faith and spirituality]

Goal #1	Method of Achievement

Goal #2	Method of Achievement

Section B. Professional Growth: [knowledge and leadership skills]

Goal #1	Method of Achievement

Goal #2	Method of Achievement

**2012-2013 COMPENSATION WORKSHEET
For Director/Coordinator of Religious Education**

TITLE _____ PARISH _____

Signature of Faith Formation Leader Date Signature of Pastor Date

SECTION ONE

SECTION ONE -A	FORMAL EDUCATION	POINTS
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(Choose ONE from the following)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Certificate Studies | 5 |
| 2. Bachelor Degree (non related area of study) | 10 |
| 3. Bachelor Degree in Religious Education, Theology or Pastoral Studies | 15 |
| 4. Bachelor Degree plus 15 credit hours toward Master Degree in Religious Education, Theology or Pastoral Studies, OR other related field | 20 |
| 5. Master Degree in Religious Education, Theology, Pastoral Studies, OR Other related field | 25 |
| 6. Two relevant Master's degrees, OR a Masters of Divinity OR 36 postgraduate hours related to the position, OR beyond | 30 |

Section One – A Points: _____

SECTION ONE - B	EXPERIENCE	POINTS
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Only for new hire with no faith formation leadership experience:

1. Work Experience in the fields of education, administrative management, training, volunteer catechetical ministry and/or part-time non catechetical parish ministry. **(1 point for every 3 years, with a maximum of 5 points)** _____

2. Parish Faith Formation Ministry Experience:

	Full-time	Part-time
▪ 1-4 completed a year	5	2.5
▪ 5-8 completed years	10	5
▪ 9-12 completed years	15	7.5
▪ 13-15 completed years	20	10
▪ Over 15 completed years	25	12.5

Section One – B Points: _____

SECTION ONE - C	PROFESSIONAL PERSONAL DEVELOPMENT	POINTS
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1. Approved retreat of (3) days or longer. **(5 points)** _____
2. Attendance at Leadership Days, Ministry Convocations, or catechetical formation conferences, such as NCCL, NPCD, LA Congress. **(3 points per day with a maximum of 15 points)** _____
3. Participation in ministry related workshops or institutes **(1 point)**; or credit course audit/non-credit course completion. **(2.5 pints with maximum of 10 pints)** _____
4. Successful completion of a graduate or a postgraduate class for credit in related area of ministry. **(5 points each with a maximum of 10 points)** _____

Section One – C Points: _____
(Maximum 20 points for Section One-C)

Section Two

SECTION TWO - A	GENERAL MINISTRY RESPONSIBILITIES	POINTS
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A total of 15 point is given for inclusion of all the responsibilities listed below.
 When only some of the responsibilities are included, circle those which apply and allow 2.5 points for each.

1. Manages planning, assessment and evaluation of parish religious education. _____
2. Oversees the administration of parish religious education programs including budgeting, record keeping and implementing of diocesan and parish policies. _____
3. Manages recruitment, orientation and supervision of catechetical personnel. _____
4. Provides for and directs formation of catechists leading to diocesan certification. _____
5. Collaborates with Pastor/Pastoral Coordinator, members of parish staff, Education Commission and Religious Education Advisory Group integration areas of responsibility with the overall parish endeavor. _____
6. Relates to cluster and diocesan structures as appropriate. _____

Section Two – A Points: _____

SECTION TWO - B	VOLUNTEER MANAGEMENT	POINTS
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(Choose ONE from the following)

- | | |
|------------------------------------|-----------|
| 1. Supervises up to 20 volunteers | 4 |
| 2. Supervises 21 to 35 volunteers | 8 |
| 3. Supervises 36 to 50 volunteers | 12 |
| 4. Supervises 51 to 80 volunteers | 16 |
| 5. Supervises over 80 volunteers + | 20 |

Section Two – B Points: _____

SECTION TWO - C	ADDITIONAL RESPONSIBILITIES	POINTS
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In many cases, a Faith Formation Leader is assigned responsibilities outside of his/her primary ministry area. These secondary responsibilities should be given consideration when determining appropriate compensation. The size of the parish/program and scope of the responsibilities should be considered when determining the point value for additional responsibilities. (Example: A Faith Formation Leader with a wide scope of responsibility for a larger Early Childhood Religious Education program would warrant 6 points; less responsibility and/or a smaller program would warrant fewer points).

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Sacramental Preparation: Baptism, Reconciliation, Eucharist, Confirmation and/or Marriage (2-3 points per sacrament) | _____ |
| 2. Adult Faith Formation (5-10 points) | _____ |
| 3. Adult RCIA (5-10 points) | _____ |
| 4. Children’s Liturgy of the Word (2-4 points) | _____ |
| 5. Early Childhood Religious Education (3-6 points) | _____ |
| 6. Children’s Catechumenal Ministry (3-6 points) | _____ |
| 7. Junior High Youth Ministry, <i>Catechetical</i> (3-6 points) | _____ |
| 8. Junior High Youth Ministry, <i>Comprehensive</i> (other than catechetical) (3-6 points) | _____ |
| 9. Senior High Youth Ministry, <i>Catechetical</i> (3-6 points) | _____ |
| 10. Senior High Youth Ministry, <i>Comprehensive</i> (other than catechetical) (3-6 points) | _____ |
| 11. Young Adult Ministry (4-8 points) | _____ |
| 12. Development & administration of Inter-Generational events (2-3 points) | _____ |
| 13. Bi-Lingual Program (3-6 points) | _____ |
| 14. Developmentally Disabled Program (3-6 points) | _____ |
| 15. Administrator: Protection of Minors Record Keeping (2-3 points) | _____ |
| 16. Formation of Catholic School Faculty (2-4 points) | _____ |
| 17. Other: (points to be determined by pastor & catechetical leader) | _____ |

Section Two – C Points: _____
(Maximum 30 points for Section Two – C)

<u>SECTION ONE:</u>	<u>Points</u>	<u>SECTION TWO:</u>	<u>Points</u>
Section One-A: Formal Education	_____	Section Two A: General Ministry responsibilities	_____
Section One-B: Experience	_____	Section Two B: Volunteer Management	_____
Section One-C: Professional Development	_____	Section Two C: Additional Responsibilities	_____

TOTAL POINTS-SECTION ONE _____	TOTAL POINTS-SECTION TWO _____
(Maximum points allowed-65)	(Maximum points allowed-60)

TOTAL POINTS: SECTION ONE & TWO
 Use this total to find GRADE _____

CONVERSION OF POINT TOTAL TO SALARY GRADE

Determine the salary grade using the chart below

SALARY RANGE: (Levels 6-10 constitute full time-lay personnel)

For each level there is a range, with a minimum standard established by the diocese.

After establishing the point total and level, it is up to the pastor and the professional to set the acceptable salary.

<u>POINT TOTALS</u>	<u>GRADE</u>
101-120	10
81-100	9
51-80	8
26-50	7
0-25	6

GRADE	MINIMUM	MIDPOINT	MAXIMUM
10	\$47,783	\$53,205	\$58,626
9	\$40,176	\$44,735	\$49,294
8	\$31,531	\$35,109	\$38,686
7	\$24,964	\$27,797	\$31,918
6	Contracted Part time; Salary is Prorated		

Benefits for professional catechetical leaders are listed in *FAITH and FAMILY LIFE* in the *Diocese of Camden*. This resource is available on-line at www.camdendiocese.org or by request from Faith and Family Life in the Office of Lifelong Faith Formation

Faith Formation Leaders who are volunteers should be provided an adequate stipend, travel expenses for parish and diocesan events (.55 cents per mile), and a minimum of \$500.00 continuing education allowance.

