

**Bishop Hoffman Catholic School System  
Director of Faith Formation and Discipleship  
Summary Job Description**

**Purpose and Scope**

Under the supervision of the Head of School, the Director of Faith Formation and Discipleship (“Director”) will help create an environment which encourages and guides all members to contribute to the Catholic Identity of the BHCS system and the formation of a faith community which responds to the spiritual needs of the students, teachers, staff, and parents.

This is a full time administrative position, on tier with the school principal role, participating in all duties and responsibilities of the BHCS Leadership Team. This will include district wide assignments with the goal of promoting our vision *to equip our students with a desire to know, love, and serve the Lord as they strive to fulfill their vocations.*

**Essential Job Functions**

**A. Spiritual Growth (Know the Lord)**

- Serve as Department Head of Theology, including the implementation of the Diocesan Course of Study K-12, oversee curriculum, promote professional development, and mentor instructors
- Operate as the school’s liaison to parish sacramental coordinators for sacramental preparation and to work together regarding RCIC programs
- Organize, plan and implement an effective retreat program for students, faculty, and staff, fostering faith development, evangelization and leadership enrichment (including all high school class retreats and Kairos)

**B. Prayer and Sacramental experiences (Love the Lord)**

- Provide opportunities for students, faculty, and staff to celebrate the sacraments including penance services during Advent and Lent
- Coordinate and schedule liturgical celebrations including, but not limited to, weekly campus Masses, Eucharistic Adoration, May Crowning, Baccalaureate Mass, and 8th grade Graduation Mass
- Organize training for liturgical ministers: extraordinary ministers of the Eucharist, lectors, servers and all other students involved with liturgical celebrations
- Identify and organize resources required to support Catholic Schools Week and Respect Life Week

**C. Discipleship (Serve the Lord)**

- Infuse the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry
- Grow and oversee a unified BHCS service program, including collaboration with local service agencies to provide ongoing service opportunities
- Develop and organize a district-wide family group system in support of the BHCS accreditation
- Build positive relationships that enable BHCS to effectively serve Catholic families in all parishes throughout Sandusky County and contiguous counties
- Support and encourage students and families to become active participants in their family parish
- Participate in the efforts to develop outreach initiatives for new and non-Catholic students and their families

**Additional Job Functions**

- Is available to all stakeholders and present on the school campuses and at school activities
- Provides additional encouragement to students for becoming engaged in opportunities within their home parish
- Encourages students to discern the vocation for which God has created them including referral to the Diocese of Toledo vocation director for interested students
- Stays abreast of current developments in the area of school/campus ministry

**Knowledge, Skills, and Abilities Required**

- Demonstrates self-discipline, a stable demeanor, emotional maturity, and flexibility in both routine and unexpected situations
- Utilizes communication, initiative, creativity, and problem solving skills
- Works successfully in a team setting, while honoring confidentiality

**Minimum Qualifications**

- Practicing Catholic with an active sacramental and faith-life and in good standing with the Church
- Bachelor's degree or demonstrated commensurate experience
- Ability to be licensed in the state of Ohio

**Desirable Traits and Other Considerations**

- Values and continues to foster his/ her own personal relationship with Jesus Christ
- Models and initiates avenues of discipleship
- Infuses the Catholic Social Teachings of justice, peace, human dignity, and the integrity of creation into all aspects of their ministry

Please email letter of interest and resume' to Ann Marie Pumphrey, Head of School, [ampumphrey@bishop-hoffman.net](mailto:ampumphrey@bishop-hoffman.net) no later than April 13, 2021.