

Diocese of Des Moines Job Description

Job Title: Director of Formation for the Permanent Diaconate
Department:
Reports To: Director of the Permanent Diaconate; Bishop
FLSA Status: Exempt
Updated: April 28, 2022

Summary:

The Director of Formation for the Permanent Diaconate is a permanent deacon or priest, appointed by the Bishop, and who is responsible for the overall direction and implementation of the deacon formation program.

Essential Duties:

1. Represent the Bishop of Des Moines to the applicants, aspirants, and candidates in formation for the permanent diaconate.
2. Devise and implement the application process of applicants to the permanent diaconate.
3. Help identify the needs of the diocese to ensure proper and beneficial recruitment and placements of deacons after ordination.
4. Conducts regularly scheduled assessments of aspirants and candidates.
5. Assembles and oversees the formation team
6. Makes home and parish visitations of those in formation
7. Maintains personnel files for applicants, aspirants, and candidates in the Office of the Permanent Diaconate.
8. Maintains regular contact with the faculty, mentors, and pastors of those in formation.
9. Remain up-to-date by studying the National Directory for the Formation, Ministry, and Life of the Permanent Diaconate and all pertinent documents relating to the formation and ministry of the Permanent Diaconate.

Supervisory Responsibilities

- None

Collaboration

- Collaborate with the Vocations Office in matters of recruitment
- Collaborate with Worship Office
- Collaborate with the Communications office to build website, make advertising videos, provide columns, and various other communications needs.

Competencies

Quality/Quantity: uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in timely manner; strives to increase productivity.

Job Knowledge: competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others.

Workplace Ethics: treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports teachings and mission of the Catholic Church.

Communication: expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.

Teamwork and Cooperation: establishes and maintains effective relations; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.

Dependability: responds to requests for service and assistance; follows instructions, responds to management's direction; takes responsibility for own actions; commits to doing the best job possible; keeps commitments; meets attendance and punctuality guidelines.

Planning/Organization: prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- At least a Master's degree (M.A.) in Theology and at least five years of experience in parish ministry OR at least a Bachelor's degree in Theology with ten years of experience in ministry.

- At least three to five years of work where educational planning was a part of this work. Educational planning can involve, but not limited to academic curriculum planning, catechetical curriculum planning, adult faith formation planning, or any kind of pedagogical planning.
- Thorough knowledge of theology and catechetical competencies as would normally be acquired through a four-year college degree program in theology or related field and through postgraduate studies.
- Extensive knowledge of adult formation and related documents and resources.
- Extensive knowledge of catechesis and developmental programs/processes, practices and techniques that would be acquired through three to five years of professionally related catechetical experiences in progressively more responsible positions.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

Proficient computer skills and familiarity of Microsoft Office software applications including Word and Excel in addition to a working knowledge of the technological skills and tools available for effective administration. Knowledge of and experience using new media preferred.

Certificates, Licenses, Registrations

Certificates of Formation. Licensed to operate a motor vehicle and to meet agency auto insurance coverage requirements.

Other Skills and Abilities

Interpersonal skills as well as experience working in collaborative team efforts. Effective planning, organizing, directing and administration skills. Demonstrated ability to produce results with previous assignments and meet deadlines. Ability to establish and maintain effective working relationships. Excellent verbal and written communication skills. Self-motivated and possess strong relational and listening skills. Ability to speak effectively and to present information to groups. Good analytical and record keeping skills. Ability to adhere to strict confidentiality requirements. Knowledge, skills and ability to prepare reports and handle correspondence in problematic areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

This position is required travel at least fifty times per year to formation weekends at academic institutions and other work-related conferences. This position works evenings and weekends as needed.