

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Office of Clergy
POSITION:	Associate Director of Deacon Formation
CATEGORY:	EXEMPT FULL TIME

SUPERVISOR: Director of Clergy Coordination and Formation

JOB SUMMARY: The Associate Director of Deacon Formation is responsible for the formation process for deacon candidates and the continuing education programs for permanent deacons in the diocese. He also supervises the administrative assistant to the Deacon Formation program.

ESSENTIAL FUNCTIONS:

Continuing Education for Deacons:

- Plan and organize Continuing Education Days and Deacons' Annual Retreats.
- Coordinate workshop series for Newly Ordained deacons.

Diaconate Formation

- Oversee the recruitment and admissions process for deacon candidates.
- Oversee four-year formation program. Coordinate speakers, liturgies, pastoral field education, classes and site locations. Attend all weekend formation classes.
- Oversee annual evaluation of candidates in cooperation with pastors, faculty, mentors, candidate's wives and diocesan admissions and scrutiny team.
- Coordinate the retreats and rites required for ordination: Rite of Candidacy, Ministry of Lector, Ministry of Acolyte, and Ordination.
- Convene the Diaconate Formation Policy Board quarterly, and as needed.
- In conjunction with the Cathedral staff, Office of Worship and Office of the Bishop coordinate the preparation for candidates' ordination.

MINIMUM QUALIFICATIONS:

Education & Experience: M.A. in Theology or Religious Studies or equivalent. Practicing Catholic whose faith is an essential part of his or her daily life; deacon or religious applicants preferred. Knowledge and experience with formation programs.

Skills / Knowledge: Excellent organizational skills, interpersonal, oral and written skills; proficient in Microsoft Office (Word, Excel, PowerPoint); ability to work and relate to a variety of personalities and cultures; able to handle multiple assignments consecutively and prioritize workload.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE