

ST. GENEVIEVE'S CATHOLIC CHURCH
Centerville, Minnesota
Faith Formation Assistant

Position Title: Faith Formation Assistant
Reports to: Director of Religious Education
Date: August 30, 2025
FLSA: Non-Exempt
Receives Work Direction From: Director of Religious Education, Pastor
Hours hired to work: up to 10 hours per week, August 23 – June 22
Salary Range: \$18-\$20/hour

Job Purpose:

The purpose of the Faith Formation Assistant is to have a large role in the planning, developing and overseeing of the Children's Liturgy of the Word program, Baptism program, and preschool-kindergarten faith formation program. The Faith Formation Assistant will help with Family Events and Vacation Bible School.

Employment in a Catholic Church:

Employment in and by the church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect the Catholic doctrine and religious practices. This position requires that the employee be a practicing Catholic and respect Catholic doctrine and religious practice.

Representative Responsibilities:

Coordinate Children's Liturgy of the Word program

Plan curriculum

Recruit volunteers and lead the Sunday morning program in absence of volunteers

Coordinate Baptism Preparation Program

Plan now- quarterly Baptism Information Sessions

Create a transition or small group program uniting young families preparing for baptism through preschool Faith Formation

Coordinate Faith Formation for Preschool and Kindergarten

With DRE and Pastor choose curriculum

Recruit volunteers and lead the Wednesday program in absence of volunteers

Vacation Bible School

Assist with the planning and implementing of Vacation Bible School

Faith Formation Advisory Committee

Participate in the committee's monthly meeting

9.10.2025

Minimum Qualifications

- Exceptional communication skills
- Energy to work with children and young parents
- Pass a background check, be current in Virtus certification and sign Code of Conduct
- Applicants must possess a valid driver's license, reliable vehicle, and have a minimum of \$100,000/\$300,000 liability insurance

Application Process

Submit letter of interest and resume to Susie Irlbeck at sirlbeck@stgens.org by October 10, 2025.