

ST. JULIE BILLIART—DIRECTOR OF LIFELONG FAITH FORMATION

(Full Time Benefits Eligible—40 Hours/Week—Exempt—Salary Pay Scale \$65k—\$75K/Year)

Position Overview:

The Director of Lifelong Faith Formation (DLFF) has the important role of keeping the faithful of the parish constantly engaged in faith formation during all phases of life. This “womb to tomb” approach identifies opportunities for family faith formation beginning when parents request their children to be baptized, through formal religious education, initiation, and adulthood.

The role of the DLFF is to ensure that families and children are well formed as disciples of God. The DLFF supports faith formation of parents at the baptism of their child and identifies and implements opportunities to keep these families engaged in the parish and their personal growth in the faith between Baptism and the time for formal religious education instructions, and beyond.

After children have been fully initiated in the faith, the DLFF’s task continues to offer engaging opportunities for youth and young adults to grow in their understanding of the faith and discipleship.

The DLFF is also responsible for faith formation for adults—those seeking entrance into the Church, those seeking marriage, and other adult seekers. This approach aims to form every person as a disciple who will be ready to live out the duties of a disciple every day between the day he/she is baptized to the day when he/she prepares to stand before God’s throne in heaven.

RESPONSIBILITIES

Faith Formation/Catechesis

- Develop, oversee and implement faith programs in concert with Catholic teaching
- Establish relationships with neighboring parish formation directors to collaborate, share ideas and best practices to enhance the quality and consistency of the life-long faith formation approach.
- Maintain a close working relationship with the school of Cardinal Joseph Bernardin to encourage active participation of SJB families in all sacramental programs.

Develop/Oversee/Direct the following

- **Baptism Preparation** for parents and godparents:

Identify ways to support and encourage engagement in parish life from baptism through the start of formal religious education instructions for their children

- **Family Faith Formation Program:**

Implement a program of catechesis for both parents and grammar school aged children—including sacramental preparation—utilizing the current Family Faith Formation structure and with the aim of growing the program.

- **High School Program:**

Implement programs to keep faith formation at the forefront of the parish's efforts to engage teens in their high school years which may include sacramental prep for those teens who have not yet received the sacraments

- **OCIA/ Marriage Preparation Programs:**

Identify ways to improve engagement and offer a supportive, faithful and positive experience to individuals seeking entrance to the church and those seeking the Sacrament of Marriage.

- **Adult Faith Formation:**

Either on one's own or in close collaboration with other people on staff/parishioners, develop programs that address the faith formation of adults.

Other Involvement

- Support the regional Young Adult Frassatti Fellowship
- Help provide for educational opportunities for the community especially in the areas (but not limited to) outreach and "soft entry points"
- Help direct, develop, and lead parish wide efforts through
 - Pilgrimage
 - Retreat
 - Mission

Administrative

- Manage and maintain an annual budget for all faith formation programs, keeping an accurate record of income and expenses connected to any faith formation programs

- Support catechists and volunteers in lesson plan development, teaching techniques, etc. to ensure that programs are designed and executed to achieve overall goals and objectives
- Ensure that all sacraments received through Faith Formation be properly recorded
- Support, maintain, and help to grow the Pat Kmak Faith Formation Fund with the assistance of the Kmak family
- Train and supervise faith formation volunteers to ensure they comply with and remain up to date with compliancy in the area of Child Protection

QUALIFICATIONS

Experience and Understanding of Catholic Faith:

- Be a practicing Catholic
- Have a strong commitment to the Catholic faith and the desire to spread the faith
- Have a clear understanding of the Lifelong Faith Formation approach including methodologies, strategies, and the like
- Strong knowledge with Church documents and teachings in the area of faith formation, catechesis, and a comprehensive understanding of the nature of evangelization

Communication and Leadership

- Excellent interpersonal, oral, and written communication skills
- Ability to collaborate effectively with clergy, staff, and other parish leaders/volunteers
- Possess a willingness to share one's own faith journey
- Ability to be a good and compassionate leader, and maintain healthy/appropriate relationships with people of all ages
- Ability to work with a Faith Formation staff of two part-time assistants and form other lay leaders to assist

Technology and Organization

- Familiarity with changing technology especially as it can be used in catechesis, faith formation, or evangelization
- Self-motivated, detail-oriented, collaborative, and organized
- Ability to deal with multiple projects simultaneously
- Available to work evenings and weekends as the duties of the position might require

Education and Knowledge

- Masters Degree in Theology, Pastoral Studies, Faith Formation or the equivalent
- Previous experience in the area of parish faith formation/religious education
- Ability to apply knowledge of stages of human development and faith formation best practices across all ages