

Assistant Director of Faith Formation

INCUMBENT: Position is currently vacant

HOURS: 25

DEPARTMENT: Faith Formation

SUPERVISOR: Director of Faith Formation and Discipleship

I. POSITION PURPOSE

The Assistant Director of Faith Formation assists with the coordination and implementation of the parish Faith Formation programs for children and their families, helping to foster their ongoing commitment to Jesus Christ and growth in their knowledge and love of Christ and His Church. The Assistant Director will be a point of contact for these families and will develop collaborative relationships with them to help achieve these aims.

II. DUTIES & RESPONSIBILITIES

A. Work closely with the Director of Faith Formation and Discipleship to:

1. Recruit and schedule catechists and program volunteers
2. Maintain up-to-date and accurate records for students and families participating in our programs. This includes contact information, sacramental information and attendance records.
3. Order Religious Education materials, including textbooks and supplies
4. Schedule facilities and maintain the Faith Formation calendar
5. Communicate with families regarding upcoming meetings, parish events, schedule changes, etc.

B. Provide on-site support and oversight at all Faith Formation sessions and events, including the two week summer intensive, Sunday morning, Monday evening, once a month Family Catechesis and all sacramental retreats.

- C. Maintain regular communication with catechists and aides, providing requested materials and resources as necessary
- D. Coordinate efforts to publicize the activities of Faith Formation programs via email, the parish bulletin, parish website, Facebook page and announcements at Mass.
- E. Participate in all staff meetings as scheduled
- F. Perform other duties as assigned by the Director of Faith Formation or Pastor.

III. EXPECTED QUALITIES AND QUALIFICATIONS

- A. Confirmed and practicing member of a Catholic Parish.
- B. Unswerving commitment to the mission of the parish to make disciples of Jesus Christ.
- C. Self-starter and independent; able to plan and organize efficiently and effectively; works as an integral part of a team.
- D. Strong computer skills and proficiency with Microsoft Office Suite, especially Word, Excel, PowerPoint and Publisher. Experience with Parishsoft Google Workspace helpful.
- E. Ability to honorably represent the parish to all.
- F. The ability to maintain strict confidentiality is an absolute must.
- G. At least three years proven experience in Faith Formation or related ministries.

Interested applicants should email resume and cover letter to: Ms. Laurie Power, Director of Faith Formation and Discipleship at Laurie.Power@Christtheredeemer.us