

Job Title – Office of Lifelong Lay Formation Lead

Hours- Full-time

Reports to- Director of the Department of Catechesis and Evangelization

Location- Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as a Diocese of choice!

DESCRIPTION

This position will serve the Diocese of Joliet as a member of the Department of Catechesis and Evangelization team and will be responsible for implementing and overseeing the formation process through which Catholics come to follow Jesus more closely throughout the course of their lives. This position will work directly with pastors and parish ministry leaders to deepen the spiritual engagement of parishioners in the lives of their parishes, the diocese and the universal Church.

RESPONSIBILITIES

- Works with pastors and lay parish ministry leaders to develop programs and activities for youth, young adults, adults and families that nurture a deep and abiding relationship with God, including but not limited to:
 - Sharing the Gospel in word and deed;
 - Learning about the faith in a way that brings spiritual growth;
 - Developing meaningful relationships and faith dialogue with fellow disciples of Jesus;
 - Individual and communal prayer;
 - Scriptural reflection and study;
 - Discerning personal gifts and the call to share them in witnessing to the Gospel;
 - Participating in the liturgical, spiritual and social life of the parish community;
 - Celebrating the sacraments;
 - Discussing and practicing faith in private, family and social life; and
 - Participating in works of justice and mercy within and beyond the parish
- Works with pastors and lay parish ministry leaders to create a welcoming and accepting ambiance that:
 - Invites and welcomes participants into a community of faith, where they can experience the love of God more fully over time;
 - Meets participants with continued patience and love, respecting each person's unique gifts, pace, and calling during their journey with Christ; and
 - Allows participants to express their doubts and confusion as they grow in faith
- Oversees the budget of the Office of Lifelong Lay Formation
- Maintains a database of all parish programs and activities, lay parish ministry leaders, and participants
- Establishes measurable impacts and outcomes for the Office of Lifelong Lay Formation
- Maintains active networks of various parish personnel and volunteers to ensure ongoing communication, effective partnership, and resource delivery; and
- Implements the Bishop's vision of Catechesis, Evangelization and Faith into Action by working with the Department of Catechesis and Evangelization team
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree required; master's degree preferred in educational or organizational leadership, pastoral studies, theology, or related fields
- Substantial experience in lay formation in a parish or diocese, preferably on a leadership level
- Demonstrated commitment to the Catholic Church's mission and social teachings
- Faith-filled practicing Catholic who loves the Church and has a hunger to grow and learn in service to others
- Capacity to engage in a team approach to ministry
- Excellent interpersonal and public communication skills, with a particular skill for group process facilitation and project management

REQUIREMENTS

- Travel throughout the seven (7) counties of the Diocese of Joliet on a regular basis

MINISTERIAL POSITION

- The successful candidate must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet

WORKING CONDITIONS

- This is a full-time benefited exempt position. Normal work schedule Monday through Thursday 8:00 am to 4:30 pm and 8:00 am - 1:00 pm Friday. Additional time as necessary.
- General office conditions

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below 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 essential functions
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed
- Ability to stand, sit, or walk for extended periods of time
- Occasional evening and weekend work, flexibility to adjust to other department/business needs

If interested in this amazing opportunity, please send cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.