

Job Title – Office of Catechetical 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 a catechist certification and ongoing formation program for catechists and Catholic school teachers. This position will also work in cooperation with pastors and DREs to ensure catechetical and sacramental formation programs are as impactful as possible for students and parents.

RESPONSIBILITIES

- Creates and implements a catechist certification and ongoing formation program ("Program") within the first three (3) months of employment. The program should include virtual and in-person components
- Meets with pastors, directors of religious education (DREs) and Catholic school principals to coordinate enrollment of catechists and teachers in the Program
- Enrolls a minimum number of DREs, catechists, Catholic school principals and teachers in the Program each year, as decided upon with director of the department
- Engages with pastors, Catholic school principals and DREs on a regular basis to ensure that the Program participants are actively engaged in the program
- Regularly evaluates the Program course contents for quality of the teaching/formation materials
- Oversees the budget of the Office of Catechetical Formation; maintains financial records for Program participants and bills parishes/schools accordingly
- Maintains a database of program participants and tracks progress
- Coordinates with the Office of Child and Youth Protection to ensure catechists' VIRTUS compliance
- Establishes measurable impacts and outcomes for the Office of Catechetical Formation
- Works in cooperation with the pastors and DREs to ensure catechetical and sacramental formation programs are as impactful as possible for students and parents
- Maintains active networks of various parish personnel and volunteers to ensure ongoing communication, effective partnership, and resource delivery
- 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 leadership, theology, or related fields
- Substantial experience in religious education either as a catechist or a Catholic school teacher/principal, 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
- Excellent time management, prioritization, and execution to meet deadlines and established goals

REQUIREMENTS

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

MINSTERIAL 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.