

Job Title:
Director of Family Formation

Contact:
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Director of Mission Advancement
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Hours:
Full time

Parish:
St. Raymond de Penafort
301 S. I-Oka Ave
Mount Prospect, IL 60056

JOB DESCRIPTION

We seek an innovative Director of Family Formation interested in creatively developing an integrated family-centered formation plan that shifts from a classroom-based religious education model to family catechesis. The Director would accompany families on their unique faith journey by leading parents into a personal encounter with Jesus, inspiring them to deepen their formation, and equipping them with tools to teach and model the Catholic faith in their homes. Key initiatives include at-home resources coupled with church and community experiences to cohesively create a family-centric church that seeks to engage the parish community as missionary disciples through participation in ministries, service, and sacraments.

This is a full-time, benefits-eligible position requiring work on evenings and weekends. This position requires the candidate to complete the Archdiocese of Chicago training for Protecting God's Children and Illinois Mandated reporter training as well as having the willingness to complete the Archdiocese of Chicago catechist certification.

RESPONSIBILITIES

MINISTERIAL

Develop a family formation model for grades 1-8 that offers at-home resources and church & community experiences.

- Develops approaches that support evangelization by encouraging parents to be primary agents in the spiritual formation of their children.
- Creates and implements a parish-wide, family-focused First Eucharist and Reconciliation sacramental preparation.
- Collaborates with the Director of Youth Ministry to create a parish-wide model that offers sacramental preparation for Confirmation students.
- Collaborates with the St. Raymond School Principal and grade-level teachers to ensure continuity in sacramental preparation within the school curriculum.
- Plans and implements retreats and service experiences as needed for students and families in grades 1-8 in collaboration with the Director of Youth Ministry.
- Collaborates with the pastor and Director of Mission Advancement on volunteer resources and staff support to drive forward the vision of Family Formation.

Oversees and supports Children's Liturgy of the Word, Vacation Bible School, and SPRED.

Participates in vicariate and archdiocesan formation opportunities to network and receive support from personnel.

Attends all meetings as needed: general staff, formation team, liturgy planning, and parish core leadership (formerly PPC).

ADMINISTRATIVE

Collaborates with the Director of Operations to determine the budget for family faith formation grades 1-8

Collaborates with the Director of Operations to ensure compliance with Archdiocese of Chicago policies for Protecting God's Children for those who minister to children

Collaborates with the Media Editor and Formation Team on communication and technology needs

Oversees the Faith Formation Assistant in collaboration with the Director of Youth Ministry

QUALIFICATIONS

Master's Degree in Theology, Pastoral Studies, Counseling, Faith Formation, or equivalent preferred

Prior experience directing parish formation and pastoral accompaniment

Understands the Catholic Church's teachings, mission, and values, and has the ability to apply Catholic ethical principles.

Comprehensive understanding of evangelization with the ability to form and nurture a community of missionary disciples through encounter, accompaniment, and send forth pathway.

Team player with strong verbal and written communication skills, conflict resolution skills, strong facilitation skills, and the ability to conduct an open dialogue.

Ability to multi-task, maintain confidentiality, and adjusts to changing priorities

Strong Microsoft Office and Google Suite skills plus Parish Database (PDS) knowledge is useful

REPORTS TO: Pastor