



<b>Job Title</b>	<b>Director of Faith Formation &amp; Youth Ministry</b>
Reports To	Parish Pastor/Administrator
Employment Status	Full-Time (includes some evening & weekend hours)
Department	Faith Formation
Job Description Last Modified	March 2023

**Job Overview**

The Director of Faith Formation & Youth Ministry plans, coordinates, and directs all parish faith formation and youth ministry programs. This ministry position involves working with a diverse catholic community, as well as promoting life-long catechesis and faith enriching programs within the parish and Madison Diocese. Duties also include close collaboration with the parish pastor/administrator and other departmental staff and parish committees.

- Responsibilities and Duties**
- Plan, coordinate, and direct all parish faith formation and youth ministry programs, sacramental prep, adult formation and enrichment including RCIA and seasonal faith opportunities.
  - Be present at weekend liturgies and other parish events.
  - Regular communication with parents and parishioners.
  - Recruit and train catechists and volunteers for faith formation and youth ministry programs.
  - Facilitate and lead faith formation programs as needed.
  - Attend and contribute to parish staff and council meetings.
  - Contribute to parish bulletin announcements and parish newsletters.
  - Manage annual faith formation budget and purchasing for faith formation programs.
  - Perform additional duties as assigned by parish pastor/administrator.

- Education and Experience**
- BA in education, religious education, or related field.
  - Possess or ability to obtain initial catechetical leadership certification.
  - Possess or ability to obtain a Master’s Degree in Religious Education, Evangelization & Catechesis, Theology, or Scripture Studies.
  - Two or more years of experience coordinating religious education programs.
  - Previous experience with youth ministry and teaching religious education.

**Qualifications and Skills**

- Confirmed and practicing Catholic with a solid knowledge and understanding of the Catholic faith.
- Possess strong organizational, administrative, and leadership skills with attention to detail.
- Ability to manage time wisely, to initiate tasks with little oversight, and demonstrate good judgement.
- Exhibit reliability and a good work ethic.
- Ability to be flexible and multi-task.
- Effective written and oral communication skills.
- Must have the ability to communicate well in English and Spanish.
- Possess strong computer skills and the ability to utilize technology and various social media platforms.

*If you have questions, or would like more information about this position, please contact:*

*Marianne Stanton at (608) 362-9066*

*To apply for this position, please submit your resume with a cover letter to Marianne Stanton at:*

[mariannes@olabeloit.com](mailto:mariannes@olabeloit.com)