

Job Description for Pastoral Associate/Director of Adult Faith Formation

The Pastoral Associate/Director of Adult Faith Formation ["Pastoral Associate"] will contribute to a comprehensive parish faith formation program from Baptismal catechesis through Adult Faith Formation working with the Pastor alongside the Formation Team. The mission of the Pastoral Associate will be to help deepen people's relationship with Jesus Christ in the context of proclaiming the Catholic faith, and to assist them in living the Gospel mandates to love God, love neighbor, and make disciples.

From pre-evangelization to disciple-making, their work would revolve around invitation into the community, vocational discernment, and lifelong learning. They should facilitate the parish community's mission to work for peace with justice in accordance to Catholic Social Teaching and facilitate the charitable work of the parish.

The Pastoral Associate must have a Bachelor's degree and preferably a Master's Degree in Divinity, Theology, Religious Studies, or a related field. The position is a 40-hour week with regular office hours to accommodate the needs of the volunteers, parents, and families and reports to the Pastor.

Primary Mission

- Collaborates with the Formation team including the Director of Faith Formation for Youth and Young Adults, Director of Children and Family Ministry, and Parish Liturgist and formation administrative staff.
- Shares responsibility for the development of catechetical programs and curriculum for all age levels throughout the parish with the Formation team.
- Evaluates and plans vision and strategies with the Christian Formation Commission, Adult Education Committee, and other leadership groups
- Works with the parish staff in all areas in developing themes of peace and justice in their respective programs and into liturgical celebrations and other times of community prayer.
- Liaisons with organizations and groups that provide both charitable works in the community as well as advocacy on issues related to poverty including Catholic Charities, Loaves & Fishes, PADS, Family Shelter Service and others.
- Create a Vocational Discernment process for all individuals including assessing gifts, mentoring, and building relationships to recruit and form volunteers and assist with outreach and event management.

Please send cover letter and resume to Dan Lawler at dlawler@youthwithheart.com

Overall Responsibilities

- Outreach to wider community including new parishioner welcoming
- Actively inviting adults and preparing them to be received into the Church (RCIA)
- Plan formation programs such as scripture study, speakers, and online learning
- With other formation staff, organize spiritual events like day and weekend retreats
- Collaboration with deanery and diocese to promote events
- Oversee and manage calendar and budget including program fundraising
- Work with Communications Coordinator to create print, website and social media
- Lead the Peace & Justice Advisory Working Group to plan programs and projects related to education and advocacy on Catholic Social Teaching.
- Provide service and social opportunities for the whole community
- Serve as a staff liaison to the Christian Service Commission (CSC), providing assistance to committees as needed.
- Participate in the Naperville Ministerium and with other DuPage County religious leaders in the areas of peace and social justice, and inter-faith dialogue.
- Work with other Catholic peace and justice organizations in the Naperville/Lisle community.
- Work with divorced individuals in applying for annulment
- Prepare and adhere to the annual budget.
- Familiarity with Microsoft Office, Parish Data Systems, and Constant Contact
- Consult with the Pastor regularly and for an annual review.
- Current Adult Formation and Service Activities include:
 - Adventures In Contemplation
 - Bible Study
 - Morning/Evening Enrichment; Saturday Morning Live
 - Women's Cafe
 - Days of Reflection
 - Table For Two
 - Retreats: Men and Women's Weekend Retreats
 - Parish Mission
 - Christmas Giving Tree
 - Parish Social Mission Weekends
 - World Peace Day Interfaith Prayer Service