

DIRECTOR OF ADULT FAITH FORMATION

ST. MARY, MOKENA, IL

POSITION SUMMARY

- The Director of Adult Faith Formation spreads the Gospel by developing, implementing and maintaining faith formation initiatives. Takes leadership in helping the parish to shape its goals and strategies for adult faith formation.

REPORTS TO: Pastor

CLASSIFICATION: Exempt benefited

DUTIES AND RESPONSIBILITIES:

- Oversee Adult Faith Formation Department including Administrative Assistant(s), Coordinator of Adult Faith Formation
- Collaborate with the DRE and Youth Minister to engage families; work together on family-oriented events that catechize families
- Facilitate Protecting God's Children workshops & manage PGC records
- Represents the parish in cluster, inter-parish and diocesan efforts and events to promote and educate about adult faith formation
- Manage mass email communications to parish
- Plans and promotes an annual calendar of adult programming and formational opportunities. Oversees the marketing and advertising of programs and events, including the bulletin, adult faith formation page on website, and managing the parish Facebook page
- Identifies and promotes adult learning opportunities beyond those available in the parish
- Participates in the parish process for creation of the annual adult formation budget
- Schedules use of parish facilities according to the parish scheduling process
- Assess the faith formation needs of adult parishioners and develop effective ways to bring adults closer to Christ through evangelization, catechesis and prayer
- Build and maintain a strong ministry to families
- Schedule, recruit and host presenter for annual Parish Mission
- Promote spirituality, prayer and worship among adults
- Coordinate Adult Confirmation Preparation and RCIA classes
- Plan Advent and Lenten Reconciliation prayer/reconciliation services for the parish
- Schedule and facilitate monthly Faith Formation Team meetings
- Tends to his/her own ongoing formation through participation in opportunities for professional development
- Since this is a ministerial position, 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 St. Mary's Parish and the Diocese of Joliet
- Other duties as necessary

QUALIFICATIONS:

- Bachelor's degree in Theology, Liturgy or Pastoral studies or equivalent education
- Experience working in a parish environment
- Strong interpersonal and leadership skills and is a good team player
- Good organizational and multi-tasking skills
- Computer skills in Microsoft Office, word & excel, emailing, texting, internet and social media
- Committed to parish mission and vision, grows spiritually as a practicing Catholic through prayer and sacrament

Interested candidates should send a resume and cover letter to Stephen Warunek at swarunek@stmarymokena.org.