

Title: Religious Formation Director
Reports To: Pastor
Parish: Christ the Servant Catholic Parish, Woodridge
Position: Full-time, Benefits, In-Person
Evenings and Occasional Weekends Required
Supervise: Volunteer Teachers

Job Purpose:

Christ the Servant Catholic Parish is seeking a mission-driven Director of Religious Formation to lead parish-wide faith formation and evangelization efforts. This role fosters a vibrant growing parish culture through teaching students K through 8th grade, including sacramental preparation, as well as adult faith formation, including OCIA. This position collaborates closely with the Pastor, Deacon, Religious Formation Commission, volunteers, and parishioners to promote spiritual growth and Catholic identity across a diverse community.

Duties & Responsibilities

- Administer implementation of catechetical programs including Sacramental Preparation.
- Manage student registrations, parent engagement and Catechist formation.
- Recruit, train, supervise, support and evaluate all catechists and Youth Ministry volunteers.
- Create curriculum and assist catechists in developing lesson plans.
- Accompany Catechists and Students each week they meet for faith formation classes.
- Teach and substitute teach classes when necessary.
- Engage parents in their students' faith formation journey.
- Coordinate the Confirmation Retreat.
- Coordinate the First Communion Retreat.
- Coordinate and facilitate annual VBS.
- Prepare Sacramental liturgies.
- Plan and facilitate Youth Group events.
- Develop and teach Adult Faith Formation class.
- Publicize RF events in the bulletin, through Flocknote, Mass announcements, flyers and parish website.
- Develop and implement the OCIA process per Diocesan requirements.
- Coordinate the Holy Saturday Preparation Rite for OCIA Candidates.
- Execute other duties as assigned.

Qualifications

- Possess a Degree in Religious Education or a related field.
- Be a practicing Catholic who supports the mission, philosophy, objectives, policies and teachings of the Roman Catholic Church and the Diocese of Joliet.
- Demonstrate knowledge of Catholic doctrine, Tradition and theology.
- Have experience working with youth in a ministerial setting.
- Pass a background check and adhere to all Protecting God's Children protocols.
- Demonstrate skills in organization to effectively plan, develop, facilitate and implement events and Catechetical programming within the parameters of the Catholic Church.
- Be proficient in Microsoft Office, Google Docs, Constant Contact, Parish Data System, Church Data System, Parish telecommunications, and media management.
- Excel in written and verbal communication skills, including conflict management skills.
- Be able to facilitate large and small groups.
- Be available to work flexible hours including evenings and weekends.
- Be flexible in meeting the needs of other ministries in the Parish.
- Must support the mission, philosophy, objectives and policies of Christ the Servant, the Catholic Church, and the Diocese of Joliet.

Salary Range

The salary range is \$38,000 - \$41,000 annual, commensurate with education and experience.

Benefits

The employee will be offered a comprehensive benefits package that includes:

- Medical, Dental, and Vision Insurance, Basic Life, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan, 403(b) Retirement Plan, paid personal leave days, and paid holidays based on holiday schedule determined at the local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Please note

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. Christ the Servant, as a parish within the Diocese of Joliet, will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.

PHYSICAL ABILITIES COMMONLY ASSOCIATED WITH THE PERFORMANCE 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.

- The functions of this job include: ability to talk and hear; ability to stand, sit, or walk for extended periods of time; ability to handle or feel; and ability to reach with hands and arms.
- The employee must be physically able to perform the duties as assigned, including the ability to lift 20-30 pounds if needed.
- The employee must be available to work occasional evenings and weekends, with flexibility to adjust to other parish needs.

***To apply for this position, please submit a cover letter and resume to
frbob@ctswoodridge.org***

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