

Job Title: Director of Adult Faith Formation and Evangelization
Reports To: Pastor
Position: Full-time, with benefits
Parish: St. Joseph Parish, Downers Grove

St. Joseph Parish is a community chosen and called by God to be sent and directed by the Holy Spirit. It exists to provide the people of God the pastoral care and spiritual nourishment they need to proclaim the good news of Christ in their lives and to the world.

St Joseph's Parish is a dynamic Catholic community where all can truly belong - lifelong Catholics, those just beginning to explore Catholicism and those who are returning to Catholicism. If you attend one of our Masses, you will quickly get the feeling that our parish is thriving.

As a parish, we hope to:

Catechize – Help parishioners to learn more about Jesus.

Evangelize – Help parishioners to fall in love with Jesus.

Faith in Action – Help parishioners to use their gifts and talents to serve the Lord and His people, and to share their faith with others.

POSITION SUMMARY

St Joseph's Parish seeks a Director of Adult Faith Formation and Evangelization who will report to the pastor. This individual is a key member of the pastoral team, helping to form missionary disciples for the mission of evangelization. The Director of Adult Faith Formation and Evangelization will work in conjunction with the pastor on helping parishioners have a life-changing encounter with Jesus Christ and then forming them as missionary disciples. Said Director will help to form adults who want to join the Catholic Church and help Catholics to become better disciples. The Director of Adult Faith Formation and Evangelization will serve as the liaison for the pastor with various adult ministries within the parish.

MAJOR RESPONSIBILITIES

- Adult Faith Formation – coordinate adult formation offerings and develop a leadership team for these offerings and Lead the Adult Faith Formation Board.
 - Bible Studies
 - Parish Missions, evenings of reflection, nights of adoration, parish celebrations
 - Marriage Prep - Develop a program and team to prepare couples for marriage
 - Marriage Enrichment.
- OCIA – welcome inquirers and form them in the faith, prepare them for the Sacraments of Initiation. Develop a team to help form candidates and catechumens. Develop parishioners to walk with them as parish sponsors.
- Form a Young Adult Ministry.
- Form an Evangelization Committee.
- Liaison between the pastor and the following ministries:
 - Knights of Columbus
 - Legion of Mary
 - St. Joseph the Worker

- Catholics for Life
- Eucharistic Revival parish point person.

REQUIREMENTS

- Bachelor's degree required; an advanced degree (MA) in ministry is preferred or several years of experience in the field.
- Demonstrated experience in working with a wide variety of people to achieve organizational goals/strategies and implement project initiatives.
- Practicing Catholic who supports the mission and vision of the parish and the universal church.
- Extensive experience in catechesis and evangelization.
- Excellent communication skills, and experience in working with a wide variety of people, (employees, volunteers, vendors/contractors), to achieve organizational goals/strategies and implement project initiatives.
- Support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

SALARY AND BENEFITS

- This position is full-time, exempt, with benefits as offered by the Diocese of Joliet. Normal work hours are Monday – Friday, 40 hours per week, but there are some night and weekend responsibilities. Flex time.
- Salary commensurate with experience, education, training, and skill level.

Interested candidates to this great opportunity should send a cover letter and resume to bharbauer@sjpdq.org. Please include the Position Title in the email subject line.