

Title: Director of Religious Education and Faith Formation
Parish: Christ the Servant Catholic Church, Woodridge, Illinois
Reports To: Pastor
Position: Full-Time, Exempt, Benefited

Work Schedule

This position is In-Person with a Semi-Flexible Schedule
Occasional Evenings and Weekends are required

Supervise: Volunteer Teachers and R.F. Volunteers

Job Purpose: Christ the Servant Catholic Church is seeking a mission-driven Director of Religious Formation to lead a small (less than 150) but growing K-8 formation program.

Position Summary

Christ the Servant Catholic Church is seeking a disciple-driven leader to serve as our Director of Religious Education and Faith Formation.

We are a welcoming, faith-filled parish community committed to growing as disciples of Jesus Christ and helping others encounter Him. We are looking for someone who is passionate about sharing the Catholic faith, inspiring young people, supporting families, and helping build a vibrant culture of lifelong discipleship.

This is more than an administrative position. It is an opportunity to lead others into a deeper relationship with Christ and to help shape the future of faith formation at Christ the Servant. The successful candidate will have the opportunity to build upon our strong parish foundation while developing new and engaging opportunities for children, youth, adults, and families to grow in faith.

I. Duties & Responsibilities of the Director of Religious Education and Faith Formation:

- Lead and oversee faith formation programs for children and youth from Kindergarten through 8th Grade, as well as teens and adults through OCIA.
- Coordinate sacramental preparation programs in collaboration with clergy and parish leadership.
- Support parents as the primary educators of their children in the Catholic faith.
- Encourage and promote regular participation in parish life.
- Recruit, train, mentor, and support catechists and volunteers, fostering a culture of collaboration and appreciation.
- Organize meaningful service opportunities that help young people live out their faith through works of charity and stewardship.
- Coordinate opportunities for prayer, retreats, reconciliation, and spiritual growth.
- Develop strategies to establish and grow opportunities for youth ministry, fellowship, discipleship, and service.
- Communicate effectively with families, volunteers, parish staff, and clergy.
- Work collaboratively with the Religious Formation Commission, parish ministries, clergy, staff, and volunteers to strengthen and expand the parish's faith formation efforts.
- Help identify opportunities for growth and develop new initiatives that support the parish's mission of evangelization and discipleship.

II. Education/Qualifications of the ideal candidate will:

- Possess a strong knowledge of Catholic teaching, Scripture, and Church tradition through a Degree in Religious Education or related field.
- Demonstrate a passion for evangelization, discipleship, and faith formation.
- Have experience working with children, youth, families, and volunteers.

- Exhibit strong leadership, organizational, and communication skills.
- Be able to inspire, motivate, and build relationships across multiple generations.
- Demonstrate creativity and initiative in developing programs that foster engagement and spiritual growth.
- Be a practicing Catholic in good standing with the Church and committed to living the Catholic faith.
- Must support the mission, philosophy, objectives and policies of Christ the Servant, the Catholic Church and the Diocese of Joliet

III. Other Duties:

- This job description is not intended to be all-inclusive. Other related duties may be assigned to meet this ongoing needs of the parish.

Our Core Vision

At Christ the Servant, we believe faith formation is not simply about preparing for sacraments—it is about forming lifelong disciples of Jesus Christ. We seek a leader who can help our parish community move beyond the classroom and cultivate a culture of prayer, worship, service, and ongoing conversion.

The Director will be supported by an engaged Religious Formation Commission, dedicated volunteers, parish staff, and clergy who are committed to working together to strengthen faith formation and build a thriving parish community.

If you feel called to share the Gospel, inspire young people, support families, and help grow the Church, we invite you to prayerfully consider joining our team.

Salary

Base Salary range for this position is: \$40,000 – \$61,000, based on experience.

Benefits

Comprehensive package including Medical, Dental, and Vision Insurance, Basic Life, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan, 403(b) Retirement Plan, paid personal leave, and paid holidays.

To apply for this position, please send a cover letter and resume to Fr. Bob Duda at frbob@ctswoodridge.org. Please reference position title in subject line of email.