

**Job Title:** Director of Teen & Ongoing Faith Formation and OCIA  
**Reports to:** Pastor  
**Parish:** Immaculate Conception Catholic Church, Elmhurst, IL  
**Position:** Full-time, Benefits  
Sunday – Thursday. Hours will be scheduled as required for sacramental and catechetical events and needs.

### **Position Summary**

Director of Middle School Faith Formation and OCIA in harmony with the Religious Education Director for grades K-5, is responsible for building, maintaining, and administering the office of faith formation, its goals, vision, curriculum, communications. Additional responsibilities include the faith formation of the students from grade 6, (the study of the Old Testament), grade 7 (the study of the New Testament), and grade 8 (the study and preparation for the Sacrament of Confirmation.) In addition to these efforts, the director is responsible for the design, implementation, and coordination of the OCIA program in alignment with the USCCB standards. Likewise, the director is also responsible for oversight of the youth minister in the role of Youth Minister Coordinator. These efforts should be focused upon the youth from both the schools and parish community, uniting all youth across the parish through a dynamic Confirmation program that is followed by continued opportunities for spiritual and communal growth in grades 9-12.

### **Duties & Responsibilities**

#### **General Duties**

- Attends Parish Staff meetings and Leadership Nights.
- Establishes good working relationships with personnel from I.C. Grade School and I.C.C.P.
- Organizes Family Masses for grades 6,7, and 8
- Oversees and evaluates the youth minister and Adult Faith Formation coordinator.
- Work in harmony with the Adult Faith Formation Coordinator to create and enact additional faith formation for adults.
- Prepares for Catechetical Sunday, Bible Blessings, special Masses that may be celebrated such as All Saints, Advent Night for young children, Live Nativity on Christmas Eve, Ash Wednesday service.
- Attends and contributes to Faith Formation Meetings, RE Advisory Board Meetings, Deanery Meetings, Diocesan Meetings,
- Prepares the set-ups for Maintenance for future events.
- Orders RE office supplies from Amazon.
- Checks and updates the IC Webpage of RE Office so that it is current.
- Other duties as assigned.

#### **Middle School Religious Education**

- Recruit, train, supervise, and evaluate catechists, catechist aides, and volunteers.
- Assist in the registration of RE families including home school students.
- Reviews, revises, and maintains all publications of the REO such as current Parent and Catechist Handbooks and worship aides for Reconciliation, etc.
- Maintain communication within the RE Department.
- Recruits, hires, supervises, and evaluates Administrative Assistants.
- Maintains regular communication with parents and students with monthly Newsletters, bulletin notices, and flyers in hard copy and/or electronically.
- Reviews and prepare curriculum with consultation with the Pastor.

- Prepare in-service events for Catechists, such as orientation meetings and updating of schedules, class materials, religious events at the Parish.
- Maintains catechist and catechist aide records of attendance and requirements on Safe Environment as required by the Diocese and State of Illinois DCFS.

### **Confirmation**

- Prepare calendar events and getting volunteers, such as Initial Confirmation Meeting in the fall, retreat, and Confirmation Interviews in the spring.
- Prepare information for distribution to families regarding Sacramental preparation.
- Prepares the schedule and materials for Confirmation, including the arranging for the retreat presenter and other retreat needs.
- Prepares the Liturgy of Confirmation by preparing the worship aide following the Guidelines of the assigned Bishop by the Office of Divine Worship.
- Consults with the Music Director on Liturgical music for Confirmation.
- Works cooperatively with the I.C. Grade School eighth grade teacher and assists with any needs she may have and answers any questions that she may have. Shares materials as necessary with administrators, faculty, and staff.

### **Order of Christian Initiation**

- Disseminate information in bulletin, newsletters and website for potential catechumens / candidates.
- Procure volunteers to Break Open the Word and facilitate presentations on various topics.
- Meet weekly (Sunday mornings or other times) from September through 4 weeks past Easter, allowing for 2 weeks Christmas break.
- Prepare Liturgical Rites for Continuing Conversion, Rite of Election and Scrutinies at parish level. Provide copies to pastor, parochial Vicar and Music Director.
- Attend Rites at Cathedral.
- Plan and facilitate Children's Sacrament Classes for those over the age of 7 and "out of sync" with reception of Baptism, Reconciliation, First Eucharist.
- Plan and facilitate adult Confirmation classes.
- Provide Sacramental Registry information to Parish Secretary upon individuals' reception of Sacraments.

### **Qualifications**

- The Director will have either a B.S in Religious Studies or an M.A. in Theology.
- Additional experience in professional education practice is desired.
- Strong commitment to and personal practice of the Catholic faith and the Church
- Professional background in education and Catholic theology, sacred scripture, and the doctrine of the Roman Catholic Church.
- Evidence of academic achievement both in the fields of education and theology.
- Demonstrates the ability to work as a member of the team with the Middle School Director of RE, Adult Formation Direction, youth minister, school principals, and members of staffs. Also has the ability to work in a cooperative manner with other colleagues in diocesan offices.
- Ability to communicate and listen to the needs of parents, students, volunteers, and catechists via in person, phone, emails, and newsletters.
- Has strong planning and organizational skills
- Is a motivated self-starter who takes initiative and who can follow directions.
- Has an understanding of the role of a missionary disciple.
- Has a strong desire for life-long learning and the ability to inspire others to want to continue to learn about and practice the Catholic faith through service to others and the Church.

- Demonstrates proficient skills in the use of technology and the willingness to learn computer programs and web-based tools, such as Microsoft Suites, Zoom, and to be able to do web-based research.
- Presents a professional appearance at Faith Formation events.
- All of the above are completed in cooperation and consultation with the Pastor or his designee.
- Must support the mission and purpose of the Roman Catholic Church, parish, and the Diocese of Joliet.

### **Physical Demands**<sup>1</sup>

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***To apply for this position, please send cover letter and resume to [ccohen@icelmhurst.org](mailto:ccohen@icelmhurst.org).***

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<sup>1</sup> 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. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.