

Title: Director of Religious Education
Agency: St. Francis of Assisi Parish, Bolingbrook, IL
Reports To: Pastor
Position: Full-time, Benefited, Exempt

St. Francis of Assisi Parish is seeking a passionate, disciple-driven leader to serve as our Director of Religious Education. This is an exciting opportunity to lead our growing 1-8 faith formation program while helping our parish continue its mission of making disciples of Jesus Christ. We are a welcoming, faith-filled parish community committed to helping people encounter Christ and grow in their faith. We are looking for someone who is enthusiastic about sharing the Catholic faith, inspiring children and young people, supporting families, and fostering a vibrant culture of lifelong discipleship.

This role is much more than program administration. It is an opportunity to guide others into a deeper relationship with Christ and help shape the future of faith formation at St. Francis of Assisi Parish. The successful candidate will build on our strong parish foundation while developing engaging opportunities for children, youth, adults, and families to grow in their faith.

Job Purpose

St. Francis of Assisi Parish is seeking to hire a Director of Religious Education to design, coordinate and oversee faith formation and educational programs for children and to provide a variety of general administrative duties for the parish.

Duties & Responsibilities

- Plan year-round religious classes for children.
- Choose textbooks and lessons that match faith guidelines.
- Coordinate special sacramental training like baptism, first communion and confirmation.
- Design seasonal programs like vacation bible school, and the like.
- Recruit, train and support catechists.
- Run safety and background check workshops for child protection
- Lead regular volunteer meetings
- Evaluate teaching methods and offer helpful feedback.
- Create and manage the annual education budget
- Order books and other needed supplies.
- Write newsletter updates and manage class calendars.
- Work with clergy and church leaders on parish goals.

Other Duties

- Other duties as assigned by the pastor

Education/Qualifications

- A degree in Religious Education or a related field, with a strong knowledge of Catholic teaching, Sacred Scripture and Church Tradition.
- A passion for evangelization, discipleship and lifelong faith formation.
- Experience working with children, families and volunteers.
- Strong Leadership, organizational and communication skills.

- The ability to inspire, motivate and build relationships across multiple generations.
- Creativity and initiative when developing programs that encourage engagement and spiritual growth.
- A practicing Catholic in good standing with the Church who is committed to living the Catholic Faith.
- Must support the mission, philosophy, objectives and policies of St. Francis of Assisi Parish, the Catholic Church and the Diocese of Joliet.

Hours

Monday to Friday, 8:30 - 4:30 PM

Salary

Annual salary is \$45,000-\$50,000, depending on education and experience.

Benefits

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

If you enjoy serving others and helping parish life run smoothly, we would love to hear from you! To apply for this position, please send your cover resume to Deacon Gerrie Mempin, Business Manager at gmempin@stfrancisbb.org. Please include "Director of Religious Education" in the subject line.