



Job Description

Job Title: Director of Lifelong Faith Formation

Parish: St John Neumann Parish

Reports To: Pastor

Hours: Full Time

Salary: TBA

Job Summary

The director of Lifelong faith Formation is responsible for assisting the Pastor with overall lifelong formation efforts to ensure everyone in the parish encounters Jesus Christ and deepens their commitment to God and His Church.

The scope of this role is to design and implement ongoing formation opportunities for everyone in the parish. The director is responsible for the development, implementation, evaluation, and ongoing improvement of formation initiatives. S/he must demonstrate strong leadership skills necessary to identify, develop, and retain fully formed and well-functioning teams of staff and volunteer leaders critical to the success of parish ministry.

Essential Job Functions

1. Develop and implement lifelong faith formation initiatives that allow parishioners of all ages to encounter Jesus Christ and encourage them to grow spiritually and intellectually as missionary disciples.
2. Lead Religious Education program, Direct the Order of Christian Initiation and Sacramental Preparation for all ages.
3. Support Parish Evangelization Lead and Evangelization Team to build a culture of radical hospitality and evangelization in the parish.
4. Direct and support catechists and volunteers in lesson plan development to ensure programs achieve overall goals, objectives and vision for strong lifelong formation in parish.
5. Supervise volunteers to ensure that formation strategies and materials comply with Church teachings, align with Archdiocese of Chicago policies, and are appropriate for age or cultural setting.
6. Ensure that ministry complies with the guidelines for Protecting God's Children for those who minister with and to children in accordance with the Archdiocese of Chicago policies.



Job Description

Job Requirements

1. Previous experience in similar faith formation program.
2. Practicing Catholic with understanding and support for Catholic Church teaching, mission, and values.
3. Comprehensive vision and understanding of evangelization.
4. Knowledgeable in related Church documents, especially national and local.
5. Good interpersonal, oral, and written communication skills.
6. Familiarity with technology used for communicating and presenting.
7. Self-motivated; detail-oriented; collaborative; faithful, joyful witness; dependable; person of integrity; sensitive to cultural, racial, and ethnic diversity; and openness to the needs of the parishioners.
8. Available to work evening and weekends when necessary.

Preferred Job Skills and Experience

1. Degree in Theology, Pastoral Studies, Faith Formation or equivalent.
2. Certification as a Catechist or Lay Ecclesial Minister
3. Bilingual in English and Spanish

Action	Percent of time action is required		
	0 – 24%	25 –49%	50 – 100%
Seeing			X
Hearing			X
Comprehension			X
Walking/Standing	X		
Lifting weight: indicate # pounds _____20_____	X		
Climbing/Stooping/Kneeling	X		
Hand/Finger Dexterity	X		
Speaking			X

Application process:

Send cover letter and resume to:
 Agatha Kienzle, Office Manager
 St. John Neumann Parish
 17951 Dixie Highway
 Homewood, IL 60430
 akienzle@archchicago.org