

**Location**

Old St. Mary's Catholic Church
1500 S Michigan Avenue
Chicago, IL 60605

Job Title

Lifelong Faith Formation Administrator

Job Type

Part-time (Hybrid)

Average In-Person and Remote Hours

In-person: 3-4 hours

Remote: 8-9 hours

Position Overview

Reporting to the Pastoral Associate/Director of Lifelong Faith Formation as second in command and caretaker of administrative and ministerial support for Lifelong Faith Formation, the Lifelong Faith Formation Administrator will be responsible for assisting with the organization and execution of the administrative and ministerial duties of the Office of Lifelong Faith Formation in collaboration with the director under the overall vision of the Pastor.

Duties and Responsibilities**Sunday Faith Formation**

- Oversee the Sunday Faith Formation program (K-5) on Sundays from 9:30 am-10:30 am (30 minute set-up before and clean up after). Program runs September to May.
- Develop and implement a system for organizing registration forms, creating class rosters, and sending reminders to families.
- Collaborate with the director on communicating with and organizing meetings for catechists and youth ministers (once a month).
- Organize ordering of supplies in collaboration with catechists.

Sacramental and Ministry Support

- Assist at liturgies, as agreed upon, where there is a sacramental celebration or special occasion during the liturgy.
 - It would be expected for the administrator to be present for Confirmation and Easter Vigil.

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- Collaborate with the director on maintenance of and posting in sacramental preparation Google Classrooms.
- Assist at Lifelong Faith Formation events as needed and agreed upon.
 - It would be expected for the administrator to be present for parent/caregiver listening sessions (twice a year).

Communication

- Collaborate with the parish and parish school staff on promotion of lifelong faith formation events and programs through paper and electronic formats.
- Communicate program, event, and other meeting changes to the parish and parish school (as applicable).
- Collaborate with the director on sending an update to the parish school for their weekly newsletter.

Administration

- Collaborate with the director on visioning of lifelong faith formation strategies in collaboration with lay leadership groups and clergy.
 - Support roll-out of Hallow app parish wide.
 - Starting with Sunday Faith Formation, Youth Ministry, and parish school in the 2024-2025 school year.
- Assist in organizing the Lifelong Faith Formation Admin Team by communicating about the meetings and being responsible for note taking or delegating it.
- Assist with putting Lifelong Faith Formation events, programs, and meetings into the parish calendar.

Other/Miscellaneous

- Other duties as discussed and agreed upon.

Candidate Requirements

- Experience or commitment to learn about pastoral ministry administration and leadership.
- Working knowledge of all Google Workspace apps.
- Must be an excellent communicator, detail-oriented and self-motivated.
- Ability to communicate and work effectively with a wide variety of people, including lay ministers, college students, pastors, volunteers, and persons of all ages, identities, abilities, and social and cultural backgrounds.
- Must demonstrate understanding and respect for Catholic Church teaching, mission and values. Fully committed to supporting the Gospel message.

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