

Director of Faith Formation

St John the Baptist Catholic Community

March 2021

632 South Broad Street

Mankato, Minnesota 56001

PURPOSE OF POSITION

The purpose of the position and role of the Director of Faith Formation is to facilitate, form, and support the catechesis and spirituality of our children, families and other adults in the parish. This will be accomplished by developing and offering formation, support, social and service opportunities via various media platforms and in person.

General Responsibilities

The DFF has 4 main responsibilities:

- 1) Sacramental Prep
- 2) Children's faith formation
- 3) Adult Faith Formation
- 4) RCIA

Sacramental Prep- In collaboration with Volunteers, Parents, Pastor and Youth Director, the DFF is responsible for coordinating, implementing and evaluating faith formation for our children celebrating their First Communion and First Reconciliation. They will also provide support to the Youth Director, as needed, for the Confirmation program.

Children's Faith Formation- The DFF is in charge of calling forth the baptized to help with faith formation of children pre-school to age 5 (ex: Children's Liturgy of the Word) and youth in grades 1-5. This person will ensure that the youth understand the basic tenants of the faith and have meaningful encounters with Christ and his Church along the way. Recruiting and training volunteers as Catechists and small group leaders is essential for the success of the ministry.

Adult Faith Formation- The DFF is responsible for coordinating Bible Studies, small group opportunities and retreats for the parish, at large, with the help of the Adult Faith Formation team.

RCIA/RCIC (Rite of Christian Initiation of Adults & Children)- The DFF provides opportunities to invite, welcome and form adults and youth who wish to be baptized into the Christian faith or to be received into the full communion with the Catholic Church through the Rite of Christian Initiation. The DFF will coordinate formation sessions, the rites themselves in collaboration with the Pastor and Liturgy Director, and recruit team members to be part of the formation process.

For all 4 DFF responsibility areas: this includes record keeping, recruiting and training volunteers, leading meetings and teaching as needed, reviewing, choosing and ordering appropriate materials, scheduling and organization of any rehearsals, liturgies, retreats, bible studies, seasonal, intergenerational and other gatherings to enrich the faith lives of the parish.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to the position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Knowledge/ Skills/ Abilities and minimum Qualifications:

- Bachelors Degree in Theology, Pastoral Studies, Religious Education or at least 2 years of related formation experience in a parish or diocese setting will be considered.
- Candidate must be a practicing Catholic with advanced knowledge and understanding of the Catholic liturgy and Catholic doctrine/beliefs as presented in the CCC, GDC, NDC and other relevant church and catechetical documents.
- Experience working with Faith formation programs and Parish Ministries
- Knowledge in curriculum-building and program evaluation
- Able to teach the faith, speak in public and lead large group meetings
- Experience with computers, technology and social media
- Strong written and oral communication skills as well as creative thinking
- Able to stand for 30 plus minutes and lift objects up to 30 lbs
- Skills in planning, organization, active listening, collaboration and creative problem solving
- Must be able to work evenings and weekends
- A valid Minnesota driver's license and the ability to travel when necessary.

This position is considered a full time position for 12 months of the year with benefits. Successful candidates will need to submit to a background check, complete VIRTUS (Safe Environment) training and keep up to date with ongoing training topics.

To Apply: Send cover letter and resume as attachments to mike@stjohnsmankato.net