



ST MARY OF VERNON

DIRECTOR OF LIFELONG FAITH FORMATION

POSITION DESCRIPTION

Job Title: Director of Lifelong Faith Formation

Status: Full-Time, with Benefits

Reports to: Pastor

Position Summary:

As a vital member of the Pastoral Staff at St. Mary of Vernon, the Director of Lifelong Faith Formation is dedicated to ensuring that every parishioner encounters Jesus Christ through dynamic educational experiences, prayer, and sacraments. This role involves discerning, planning, preparing, and implementing comprehensive education programs that foster spiritual and intellectual growth across all age groups within the parish community.

Key Responsibilities:

- **Lead Religious Education:** Direct programs for grades K through 6, including sacramental preparation for First Reconciliation and First Eucharist.
- **Promote Lifelong Faith Formation:** Develop initiatives that nurture spiritual growth and encourage parishioners to deepen their discipleship.
- **Engage All Ages:** Create and oversee education programs for children, adults, and families, ensuring inclusivity and relevance.
- **Oversee Specialized Programs:** OCIA, Baptism PREP, CLOW, SPRED, and other specialized education programs, supporting children with diverse learning needs.
- **Supervise Administrative Tasks:** enrollment records, tuition management, volunteer coordination, and training.
- **Engage Community:** Organize parent meetings and workshops, special programs such as Family Reconciliation services, and a vibrant summer VBS program.
- **Inspire Spiritual and Intellectual Development:** create year-round educational and faith formation opportunities to empower parishioners in their faith journey.

Administrative Duties:

- **Record Management:** Maintain accurate student and catechist records and oversee registration processes.
- **Volunteer Management:** Recruit, train, and support catechists and volunteers, and ensure compliance with Archdiocesan Safe Environment requirements.

- Communication: Utilize multiple media channels to communicate class schedules, parent meetings, events, and faith formation opportunities effectively.
- Scheduling: Oversee and submit annual calendars for PREP, SPRED, OCIA, and other faith formation programs to the Director of Operations.
- Financial Oversight: Develop and manage the Lifelong Faith Formation budget in collaboration with the Director of Operations.
- Collaboration: Work with Lifelong Faith Formation office staff and local, vicariate, and diocesan leaders to enhance program development and community partnerships.

Skills Required:

- Excellent teaching, communication and presentation skills.
- Proficiency in Office 365 and database management.
- Strong organizational and task coordination abilities.
- Experience in implementing educational materials and methodologies suitable for diverse age groups.
- Ability to collaborate effectively with parish staff, volunteers, and program participants.

Requirements:

- Practicing Catholic with a deep understanding of Catholic teachings and a commitment to the Church's mission.
- Bachelor's degree in pastoral studies, theology, or a related field (Master's degree preferred).
- Willingness to engage in ongoing formation and education as required.
- Familiarity with Archdiocesan Safe Environment requirements (VIRTUS, Mandated Reporter, etc.).
- Previous experience in education, administration, or faith formation programs.
- Flexibility to work evenings, weekends, and attend special events as needed.

Conclusion:

The Director of Lifelong Faith Formation at St. Mary of Vernon plays a crucial role in shaping the spiritual journey of parishioners of all ages, ensuring they encounter Christ through enriching educational opportunities and vibrant community engagement. This position offers the opportunity to lead, innovate, and inspire in a supportive and collaborative faith community.

If you are interested in this outstanding opportunity, please send a cover letter and resume to Fr. Ignatius Anaele, ianaele@archchicago.org. Please reference Director of Lifelong Faith Formation in the subject line of your email.