

**St. Maximilian Kolbe Parish  
5720 Hamilton-Mason Road  
Liberty Township, OH 45011  
513-777-4322**

Position Title:           **PARISH FAITH FORMATION ASSISTANT**  
Reports to:                Director of Parish Faith Formation and Discipleship  
Status:                     Full-time, Non-exempt

**JOB SUMMARY:** The individual in this position provides administrative and ministerial support for adult and youth faith formation programs within the parish. The Assistant supports ministries and volunteer ministry leaders, approves resources, ensures SafeParish compliance, and supports sacramental preparation and ARK administration. The Assistant also collaborates with the Director on parish-wide formation initiatives, manages budgets for adult formation and volunteer-led ministries, and assists with seasonal programs and events.

**MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES:**

1. Provides professional pastoral and ministerial support for adult faith formation volunteer ministries and ministry leaders.
  - On-board new volunteer ministry leaders
  - Approval of resources and materials used by ministries
  - Assure SafeParish compliance for ministries and events under purview
  - Regularly meet with and support ministry leaders
  - Assist at parish-wide events offered throughout the year
2. Collaborate with the Director in executing parish-wide initiatives in formation and discipleship.
3. Provide ministerial and key administrative support for youth faith formation, including, but not limited to, SafeParish administrator support and ARK (Assessment for Religious Knowledge) support.
4. Submit, manage, and maintain a budget for adult faith formation
  - Manage volunteer-led ministry budget and expense requests and reimbursements
  - Submit an annual budget to the Director
5. Collaborate and assist with the planning and implementation of “Heavenly Heroes” summer camp
6. Manage and order formational/seasonal books for the gathering space
7. All other things deemed necessary by the pastor or his designee

**SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:**

- A practicing Catholic who models Gospel values, is rooted in regular personal prayer, and is active in the Catholic faith community

- Strong communicator—strong writing skills; ability to represent the department, oneself, and build relationships with parishioners, volunteers, visitors and staff
- Skilled organizer – able to balance priorities, meet deadlines, and handle multiple tasks with grace
- Highly collaborative team player who also works well independently; builds trusting relationships with parishioners, volunteers, visitors and staff
- Experienced in volunteer recruitment, training, and leadership development
- Familiar with parish operations and knowledge of archdiocesan policies relevant to the position and department
- Proficient with Microsoft Office and Google Workspace platforms
- Discreet, professional, pastoral, and accountable; committed to growing faith formation in the context of a large and diverse parish community

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

- Active member of a Roman Catholic parish is required
- Bachelor’s degree; Master’s degree or coursework completed in Pastoral Ministry, Religious Studies, Theology, Religious Education, or a related field is a plus

**WORKING ENVIRONMENT:**

- The normal work week is 35 hours (full days Monday through Thursday, and Friday morning)
- Occasional evening, weekend, or holiday hours may be required, with advance notice
- Physical requirements of the position include the ability to:
  - work in a seated position
  - to operate standard office equipment and keyboards
  - stand, walk reasonable distances unaided, push carts
  - lift objects up to 25 pounds
  - carry and/or move parcels, packages and other items
  - drive a vehicle to pick up and deliver materials

**ACKNOWLEDGEMENT:**

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.