

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

Position: **DIRECTOR OF PARISH FAITH FORMATION**  
Status: Full-time; Exempt  
Reports to: Pastor

**JOB SUMMARY:** The Director of Parish Faith Formation aids the pastor in shepherding an overall vision of formation within the work of catechesis, sacramental preparation, and evangelization. Leading a team of paid staff and volunteers, the Director is responsible for managing all activities related to formation of the Christian faithful.

**MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES:**

1. Oversee and supervise the Office of Faith Formation
  - Ensure that staff and volunteers meet and serve the needs of the parish by offering support, guidance, and resources for faith formation opportunities and parish-wide events
  - Assist with the overall vision and administration of the youth ministry programs of the parish
2. Oversee and supervise Sacramental Preparation staff and volunteers who work with youth and adults
3. Oversee and supervise Ministers of Evangelization
  - Collaborate with staff and volunteers to drive and execute evangelization efforts
    - Help vision and implement regular evangelization events
    - Ensure parishioners are formed in an understanding of their role in evangelization
    - Provide support in equipping parishioners to live out evangelization
    - Expand evangelization into the community at large
4. Provide professional, pastoral, and ministerial support for ministries and ministry leaders aligned with parish faith formation
  - 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 supports ministry leaders
  - On-going support of existing small group efforts
5. Collaborate with the Assistant Faith Formation Coordinator in selecting and vetting materials for ministries and liturgical seasons
6. Attend Pastoral Team meetings (weekly check-in, weekly meeting, periodic off-site)
7. Submit, manage, and maintain departmental budget
8. All other things deemed necessary by the pastor or his designee

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

- A person of Catholic faith who strives to live a life guided by the Gospel, rooted in regular personal prayer, and lived out in the Catholic faith community
- The individual works well in a highly collaborative environment, thinks creatively, and is passionate about bringing faith formation experiences and parish life together in the context of a large and diverse parish community
- Knowledge of parish and archdiocesan policies relative to position and responsibilities
- Ability to build teams, train leaders, and mentor staff and volunteers to form ministry leaders
- An effective leader and administrator; skilled in communication, pastoral planning, budgeting, legal concerns, and managing volunteers
- Ability to supervise a team while implementing the overarching vision of the pastor for Evangelization and Catechesis within the parish
- Must be the main point of contact for the archdiocesan Center for the New Evangelization
- Frequent evening, weekend, and off-site work is required

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

- Bachelor's or Master's degree (preferred) in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field
- Must have spiritual maturity, defined as a fully initiated, practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying people at different stages of the discipleship path

**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.