

**Sacred Heart Parish of Gladwin
Job Description**

TITLE: Director of Faith Formation

Date: April 2025

SUPERVISOR: Pastor

STATUS: Full-Time (*could also be part-time*)

GENERAL DESCRIPTION

The DFF is, first and foremost, an evangelist dedicated to leading others to Christ. This is done through an engaging faith formation program that nurtures lifelong discipleship. Responsibilities include catechesis, sacramental preparation, and relational ministry, with a particular emphasis on K-12 youth while also supporting adult faith formation. The DFF will also recruit, train, and mentor volunteers, ensuring that all initiatives are faithful to the teachings of the Catholic Church. The DFF works closely with the pastor, parents, catechists, and parish families at Sacred Heart in Gladwin, MI, and St. Athanasius in Harrison, MI.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate catechetical programs for parish youth grades K-12. This includes sacramental preparation of Baptism, First Reconciliation, First Eucharist, and Confirmation.
- Coordinate catechetical programs for parish adults.
- Recruit, train and supervise catechists and substitutes for all programs. Ensure that catechists have appropriate qualifications, including background checks and Safe Environment training.
- Develop and oversee youth ministry which may include retreats, social gatherings, and service projects.
- Teach certain K-12 and adult classes.
- Under the guidance of the Pastor research and purchase curriculum for catechetical programs.
- Provide leadership and presence for youth participation in key events, e.g., Catechetical Sunday, May Crowning, Corpus Christi processions, first sacraments, Christmas plays, etc.
- Responsibly use the parish Facebook page to promote participation and community.
- Develop small-group Bible/book study groups (which may be led by catechists).
- Oversee and support Lay Ministry's leadership of OCIA
- Act as a liaison between the Pastor and all other catechetical ministries.
- Other duties as assigned by the Pastor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor
- Maintain professional work relationships with staff and volunteers
- Participate in parish staff, vicariate, and diocesan meetings and training as needed

QUALIFICATIONS & SKILLS

Education: Some college, with bachelor's degree preferred. Degree in religious studies, catechetics, theology or equivalent experience preferred. Training and experience in catechetics helpful.

Experience: Experience in religious studies, catechetics, theology or equivalent preferred.

Job Related Skills: Practicing Catholic driven to bring others to Christ and His Church. Working knowledge of Microsoft Office and Google calendar required. Familiarity with Canva helpful.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: A creative self-starter able to manage multiple projects with attention to detail and planning. Ability to deal with sudden, unexpected challenges and incomplete information.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability required as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____