

**St. Peter Parish of Chesaning
Job Description**

TITLE: Director of Faith Formation / Youth Ministry

DATE: July 2025

SUPERVISOR: Pastor

STATUS: Part Time, Hourly, Non-Exempt (*up to 19 hours per week*)

GENERAL DESCRIPTION

The Director of Faith Formation/Youth Ministry performs work of major responsibility overseeing the formation of missionary disciples in a parish. This requires a deep understanding of the Catholic Faith as well as a high level of initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with direction from the Pastor and other parish leadership to walk with and form children, youth , and their families to become active disciples of Christ.
- Plans and directs parish faith formation programs, including preparation for the sacraments of Reconciliation, Confirmation and Eucharist
- Invites, motivates, and forms volunteers to serve as responsible catechists
- Conducts catechist formation according to diocesan policies
- Helps parish adults and children nurture a love of their Catholic faith and identity through a process of evangelization and catechesis that includes pastoral, catechetical and liturgical formation.
- Facilitates the growth of personal faith and community among catechists
- Directs the selection process for new texts that appear on the USCCB “Conformity Listing of Catechetical Texts and Series” and instructs catechists in their use
- Where there is an advisory board for faith formation, serves as its leader
- Provides parish staff with catechetical resources and in-services as needed
- Initiates and maintains accurate records on students, families, catechists
- Ensures that sacramental records are updated by the proper staff person
- Initiation of all persons of catechetical age
- Provides primary leadership for the design and implementation of parish faith formation for its children
- Promotes good public relations both within and beyond the parish and participates in regional and diocesan events

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Pastor – immediate supervisor
- Parish Staff – close cooperation and communication, seeking staff involvement and input when appropriate
- Parish Pastoral Council – attend regular meetings and provide a Faith Formation report
- Parish Faith Formation Commission – close support and involvement
- Other Parish Commissions – communicate and collaborate with appropriate commissions, i.e., Liturgy, Christian Service, Stewardship, etc.
- Parents and Other Parishioners – regular communication and seek input as appropriate
- Ability to work with others in a collaborative team environment.
- Diocesan Offices – regular communication and seek input as appropriate.

QUALIFICATIONS & SKILLS

- Flexible, energetic person of faith with a deep love of Jesus Christ and the Catholic Church; ability to connect with parishioners and form them in discipleship and evangelization
- Must be committed to taking part in ongoing formation conducted by the diocese, by approved online classes, or in some other way

- Demonstrate an understanding and support of official Catholic teaching
- A minimum of three years' experience with a parish faith formation program.
- Ability to keep up with the dynamic pace of working with parishioners according to their Faith Formation needs
- Ability to maintain confidentiality and high standards of honest and ethical behavior.

Education:

- Recommended : B.A. in Theology, Religious Education, Scripture, Liturgical Studies or a related field plus experience and/or training in catechetics
- Basic Catechist Certification required

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability 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.
- A 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: _____