



Title: Director of Children's Faith Formation, Sacramental Preparation, and Youth Ministry

Parish: Saint Brigid of Kildare Parish, Midland, Michigan

Status: Full-Time, Benefits Eligible

Supervisor: Pastor

Position Summary

Saint Brigid of Kildare Parish seeks a faithful, mission-minded Catholic to serve as Director of Children's Faith Formation, Sacramental Preparation, and Youth Ministry. This full-time position is responsible for building and coordinating parish-based formation for children, middle school youth, and high school youth, with particular attention to Catechesis of the Good Shepherd, sacramental preparation, Confirmation preparation, and the rebuilding of a vibrant St. Brigid youth ministry.

The Director's primary responsibility is parish-based faith formation and youth ministry. The position also includes regular collaboration with St. Brigid School, especially in sacramental preparation, Confirmation, middle school/high school transition, family communication, and opportunities for students and families to participate more deeply in parish life. The position is approximately 80% parish-focused and 20% school-collaborative.

This position does not include responsibility for adult faith formation.

Mission and Vision of the Position

The Director approaches children's faith formation, sacramental preparation, Confirmation, and youth ministry through a missionary lens, with special attention to families and young people who are baptized or registered but disengaged from regular parish life. The Director helps build ministries that invite, welcome, accompany, and form children, youth, and families as intentional disciples of Jesus Christ.

The Director is not simply responsible for maintaining programs, but for helping build a sustainable parish culture of formation, belonging, prayer, sacramental life, and discipleship among children and youth.

Essential Responsibilities

- Children's Faith Formation and Catechesis of the Good Shepherd

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481

WWW.STBRIGID-MIDLAND.ORG



- Coordinate and continue building parish-based children's faith formation, with Catechesis of the Good Shepherd as the primary model.
- Work toward the continued development of CGS Levels I, II, and III for parish children.
- Collaborate with Assumption Parish and other appropriate partners in strengthening and expanding CGS formation.
- Recruit, train, schedule, support, and encourage CGS catechists, assistants, and volunteers.
- Coordinate atrium schedules, materials, family communication, registration, and program logistics.
- Ensure that children's formation is faithful to Catholic teaching, reverent in spirit, developmentally appropriate, and rooted in Scripture, liturgy, prayer, and the sacramental life of the Church.

Sacramental Preparation

- Oversee sacramental preparation for children and youth, including First Reconciliation, First Holy Communion, Confirmation, OCIC, and baptismal preparation for parents.
- Coordinate Confirmation preparation using Purpose by Life Teen, continuing to build and strengthen the program in collaboration with MACC parishes, especially Assumption and Blessed Sacrament.
- Oversee OCIC for children and youth who need Baptism, First Reconciliation, First Holy Communion, Confirmation, or full initiation into the Catholic Church.
- Coordinate formation sessions, parent communication, sponsor and godparent requirements, sacramental documentation, liturgical preparation, retreats, rehearsals, and parish records in collaboration with the Pastor and parish office.
- Ensure that sacramental preparation is not treated merely as a program requirement, but as a path into deeper conversion, worship, parish belonging, and discipleship.

Middle School and High School Youth Ministry

- Rebuild and lead a distinctive St. Brigid middle school and high school youth ministry.
- Establish regular St. Brigid youth gatherings that include formation, prayer, community, service, and opportunities for discipleship.
- Develop a blend of weekly or recurring formation, small-group discipleship, event-based ministry, retreats, service opportunities, and larger parish or diocesan youth events.
- Collaborate with Blessed Sacrament, Assumption, and other Midland Area Catholic Community parishes when fruitful, while also building a clear St. Brigid identity for St. Brigid youth.

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481

WWW.STBRIGID-MIDLAND.ORG



- Provide structure and leadership for youth participation in diocesan, regional, national, and parish-based events, including retreats, service opportunities, March for Life, Y2Y, mission experiences, conferences, and similar events as appropriate.
- Recruit, train, schedule, and support adult youth ministry volunteers, small-group leaders, chaperones, and catechists.
- Help middle school and high school youth understand that they belong to Saint Brigid Parish and are called to a living relationship with Jesus Christ and His Church.

Family and Parent Communication

- Serve as the primary parish contact for parents and families participating in children's faith formation, sacramental preparation, Confirmation preparation, OCIC, and youth ministry.
- Provide clear, timely, pastoral, and organized communication to parents regarding schedules, expectations, sacramental requirements, retreats, events, forms, and parish formation opportunities.
- Handle parent questions and concerns with charity, clarity, professionalism, and pastoral sensitivity.
- Seek parent feedback to improve communication, program effectiveness, and family experience.

Volunteer Formation and Leadership

- Build sustainable ministries by recruiting, forming, supporting, and encouraging volunteer catechists, CGS catechists, youth ministry leaders, chaperones, and other formation volunteers.
- Personally teach, facilitate, and accompany children, youth, and parents as needed, while giving primary attention to building sustainable programs and forming volunteers.
- Provide orientation, ongoing formation, resources, and regular communication for volunteers.
- Help volunteers understand not only what they are doing, but why their ministry matters for the mission of the parish and the salvation of souls.

Collaboration with St. Brigid School

- Collaborate regularly with the Principal and appropriate school personnel, especially regarding sacramental preparation, Confirmation, middle school formation, family communication, and the transition of students into high school youth ministry.
- Support school families in connecting more deeply to parish-based formation and sacramental life.

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481

WWW.STBRIGID-MIDLAND.ORG



- Maintain clarity that the Director's primary responsibility is parish-based formation, while also serving as an important bridge between parish and school.

MACC and Diocesan Collaboration

- Participate in Midland Area Catholic Community collaboration where appropriate, including Vacation Bible School and shared youth or sacramental preparation efforts.
- Participate in MACC-wide Vacation Bible School planning and implementation.
- Collaborate with Assumption Parish in the ongoing development of CGS.
- Collaborate with Assumption, Blessed Sacrament, and other MACC parishes in strengthening Confirmation preparation through Purpose by Life Teen.
- Maintain appropriate communication with diocesan offices and follow diocesan policies related to catechesis, sacramental preparation, youth ministry, and Safe Environment requirements.

Administration and Communication

- Provide timely and accurate information to parish communications personnel for bulletin announcements, website updates, registration materials, parent reminders, event publicity, and other public-facing communications related to children's faith formation, sacramental preparation, Confirmation, OCIC, and youth ministry.
- Coordinate registrations, calendars, permission forms, program rosters, sacramental documentation, and other administrative needs connected to formation programs.
- Exercise responsible stewardship of funds already budgeted for children's faith formation, sacramental preparation, and youth ministry, making ordinary purchases and program decisions with appropriate permission and in collaboration with the Pastor and parish business office.
- Assist with fundraising efforts for youth trips, conferences, retreats, and other special events as needed.
- Coordinate with the Business Manager to ensure that all catechists, youth ministry volunteers, chaperones, and adults working with minors have completed required diocesan Safe Environment training, background checks, and related compliance requirements before serving.

First-Year Priorities

- Establishing regular St. Brigid middle school and high school youth gatherings.
- Improving parent-facing communication for formation and sacramental preparation.
- Continuing to build and stabilize Confirmation preparation through Purpose by Life Teen.

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481

WWW.STBRIGID-MIDLAND.ORG



- Continuing to grow Catechesis of the Good Shepherd as the parish's core children's faith formation model.
- Building trust with families, volunteers, parish staff, St. Brigid School, and MACC collaborators.

Qualifications

Required:

- Practicing Catholic in good standing, committed to the teachings, sacramental life, and mission of the Catholic Church.
- Ability to witness to the Catholic faith with conviction, humility, joy, and fidelity.
- Strong desire to evangelize and form children, youth, and families as disciples of Jesus Christ.
- Ability to communicate clearly and pastorally with parents, children, youth, volunteers, staff, and parishioners.
- Ability to recruit, form, encourage, and support volunteers.
- Strong organizational skills and ability to manage multiple programs, calendars, sacramental timelines, and events.
- Willingness to complete all diocesan Safe Environment requirements, background checks, and required trainings.
- Ability to work a flexible schedule, including Sundays, some Saturdays, some evenings, youth trips/events, sacramental preparation gatherings, retreats, and Vacation Bible School week.

Preferred:

- Bachelor's degree in theology, catechetics, religious education, pastoral ministry, or a related field.
- Experience in parish faith formation, youth ministry, sacramental preparation, or Catholic school/parish collaboration.
- Experience with Catechesis of the Good Shepherd, especially Level I facilitation.
- Familiarity with Purpose by Life Teen or willingness to be trained in its use.
- Experience recruiting and forming catechists, youth ministry volunteers, or small-group leaders.
- Knowledge of Catholic doctrine, Scripture, liturgy, sacramental theology, evangelization, catechesis, and youth ministry.

Training and Professional Development

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481
WWW.STBRIGID-MIDLAND.ORG



- Saint Brigid Parish is willing to support CGS training after hiring. The Director is expected to continue progressing in CGS formation as the parish builds toward Levels I, II, and III.
- The Director is also expected to participate in appropriate diocesan, regional, and parish-based formation opportunities related to catechesis, sacramental preparation, youth ministry, evangelization, and Safe Environment requirements.

Working Conditions

This is a full-time parish position requiring a flexible schedule. Regular Sunday responsibilities are expected, along with some Saturdays, some evenings, youth trips and events, sacramental preparation gatherings and retreats, and participation in MACC Vacation Bible School week.

The position requires the ability to work with children, youth, parents, volunteers, parish staff, school personnel, and neighboring parishes in a dynamic ministry environment.

Accountability and Evaluation

- The Director reports directly to the Pastor and serves as a member of the parish staff.
- The Director develops annual ministry goals in collaboration with the Pastor.
- The Director seeks parent feedback to improve communication and program effectiveness.
- The Director participates in an annual performance review with the Pastor.
- The Director regularly evaluates children's faith formation, sacramental preparation, Confirmation preparation, OCIC, and youth ministry in light of the parish mission.

Job Description Review and Acceptance

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not an exhaustive list of all responsibilities, duties, or skills required. The Pastor may assign additional duties as needed. This job description does not constitute an employment agreement and may be revised as parish needs develop.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481
WWW.STBRIGID-MIDLAND.ORG