

Job Description for Director of Faith Experiences

Our Lady of Lourdes Catholic Church
Owensboro, KY

The Director of Faith Experiences (DFE) position at Our Lady of Lourdes Catholic Church (OLL) is a full time position created to support the faith development of Children, Youth and Adults as well as coordinating Intergenerational Faith Formation Programming for Families. DFE is expected to form volunteers and provide appropriate supervision to ensure parish faith experiences are faithful to the teachings of the Catholic Church. Therefore, OLL is seeking a faithful team leader that is a practicing Catholic who can build and coordinate formation programming that will foster in parishioners a love for Christ and the Catholic Faith.

DFE reports to the pastor.

Objectives:

The Director of Faith Experience position seeks to:

1. Build community among and mentor those who teach our children while encouraging their development and learning as Christians. (For example, through the Diocese CREDO/catechist certification program).
2. Develop an inter-generational focus, creating opportunities for members of all ages to know one another and serve God together.
3. Ensure adult faith formation is a priority in the parish by promoting and overseeing faith experiences (worship, prayer, study and service) for all members of Our Lady of Lourdes Parish.

Responsibilities:

The primary role is to coordinate and oversee resources and opportunities for effective prayer, study, and learning experiences for all ages. Coordination of prayer, study, and learning programs include but are not limited to the following:

- Directing the preparation of Sacraments of Initiation. (*There could be a stipend coordinator position for Sacraments of Confirmation, First Communion & Reconciliation, etc, under the direction of the DFE.)
- Directing faith formation for elementary school, middle school, and high school students
- Formation of catechists involved for the faith formation program.
- Directing youth ministry opportunities for middle and high school students. (*There could be a stipend coordinator for youth ministry program under the direction of the DFE).
- Directing the RCIA program and formation of the RCIA team.

Administrative responsibilities include but are not limited to the following:

- o Prepare, submit for approval, and adhere to the DFE budget;

- Facilitate communications to the parish for all events and program offerings through the Sunday bulletins, parish website, calendar, and other signage around the church;
- Meet with various church committees in the process of developing, implementing, and administering church programs;
- Meet regularly with parish staff for planning and coordination of parish programs;
- Demonstrate capacity to carry out administrative and supervisory duties in timely fashion, utilizing good communication skills;
- Participate in on-going formation and educational opportunities to keep current on trends in catechetical ministry and enrich their own prayer life and faith development.

Qualifications and Skills:

- Social skills, motivational skills, and communication skills are a high priority for this position.
- Knowledge of Scripture and Church Teaching are also high priority.
- Bachelor’s degree (or greater) in Theology/Religious Education preferred.
- Candidates with ministry and/or teaching experience are preferred.
- Knowledge and use of current technology will be very helpful.
- A pastoral, prayerful person committed to personal and professional growth, with abilities to collaborate and delegate.
- An understanding of life-long catechesis, the catechumenate process, lay ministry and evangelization, as well as familiarity with current forms and strategies for evangelization.
- Commitment to the mission of the Roman Catholic Church.

Hours:

This position requires a flexible schedule with some evening and weekend hours to assure execution of ministry events. The expectation is the work week will not exceed 40 hours.

* DFE is not expected to be in attendance at every ministry event. (For example, faith formation Wednesday evening, RCIA Thursday evening, youth ministry Sunday evening, etc.) Rather, the DFE may choose to rotate through a ministry every week or “pop in” to observe from time to time etc. But it is NOT the expectation to work a full work week PLUS overseeing ministries on nights and weekends.

Salary: Based upon experience

Train, coordinate, and support the leaders who minister

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date

TO APPLY Please send a resume and letter of interest by _____ to _____.