

**Title:** Director level, Faith Formation with focus on High School & Confirmation

**Parish:** St. Thomas the Apostle Catholic Church, Naperville, IL

**Position:** Full-time, Benefits, On-Site

### **Position Summary**

Seeking Director-level Faith Formation Team member. Initial objective is to lead all Faith Formation responsibilities for children in 9<sup>th</sup>-12<sup>th</sup> grade, including the Sacrament of Confirmation. Director will work alongside the faith formation team to maintain one cohesive PreK-High School Faith Formation ministry aligning with diocese requirements, parish goals, pastor's vision, parent feedback, and the overall St Thomas mission. Position will evolve as the team continues to discern how best to meet our parish community needs. Candidate must have strong collaboration skills (planning and creativity), be an agile team member, and feel confident working autonomously toward team mission and vision.

### **Initial Responsibilities**

- Develop scope, sequence and budget for all programming 9<sup>th</sup>-12<sup>th</sup> grade
- Cultivate and maintain meaningful, collaborative faith-filled relationships with Diocese Deanery Youth Ministry team, Faith Formation team, Faith Formation Commission and other pastoral and ministry leaders
- Oversee and direct youth preparation for the Sacrament of Confirmation to ensure all students complete all milestones within sacramental preparation according to diocese requirements (service hours, saint names/reports, sponsor forms, etc.)
- Recruit, form and support all ministry coworkers: catechists, small group leaders, retreat team, teen coworkers and build trust and community within these ministry groups
- Oversee/Manage the preparation and implementation of:
  - (2) annual Confirmation retreats
  - (3) pancake breakfast fundraisers (teens serve parish)
  - (3) Journey Nights (parent/teen evenings of formation)
- Participate in all ongoing training within Youth Ministry and parish initiatives for evangelization and missionary discipleship with a growth mindset
- Participate in and encourage youth engagement in parish wide events: Harvest Sunday, Mass in the Grass, Ministry Fair, Family Nights, etc.
- Communicate and build open and trusting relationships with parish members, parents, youth, catechists and ministry members through bulletin communication, newsletters, Flocknote (online communication), and meetings

- Foster community and fellowship around the 6:00 p.m. Sunday Mass experience by creating space for teens to attend, participate and worship together
- Organize and attend overnight/weekend-long liturgical, spiritual, community-building, leadership development and catechetical experiences for teens such as missions, retreats and conferences that are organized age-appropriately and consistently with professional standards in Youth Ministry (NCYC, Steubenville, Mission Trips)
- Be a voice and an advocate for the youth of the parish to be welcomed and accepted as valued members of the parish community
- Ensure the family is the center of all ministry and encourage parental support

### **Requirements**

- Theology or Pastoral Ministry degree or relevant experience
- 3-5 years of Youth Ministry experience, preferably at a large parish
- Excellent verbal and written communication experience
- Ability to form strong, trusting relationships (staff team, volunteer team, youth team)
- Strong project management skills
- Comfortable and experienced in having healthy relationships with minors and parents
- A strong and active faith life in a Catholic community.
- Available during all scheduled programming (heavy nights and weekends) and keep a balanced full-time schedule

### **Personal Attributes**

- A missionary disciple with a heart for evangelization and love for serving the Church
- A servant leader who fosters a welcoming and inclusive environment
- A self-motivated individual who is organized, detail-oriented and adaptable
- An agile team player with a collaborative spirit, yet comfortable working autonomously.
- Openness to learning and comfort with challenges that required creative problem solving

### **Other Skills/Abilities**

- Microsoft Excel, Word, Powerpoint proficiency
- Communication Flocknote
- Technical experience with sound equipment and lighting a plus
- Ability to connect with all people and make all feel welcome

- References regarding work experience with minors

### **Salary Range**

Salary range for this position is \$45,000 - \$50,000 annual, but it is negotiable for the right candidate. This is a full-time position with benefits.

### **Benefits**

We offer comprehensive benefits, including medical, dental, and vision coverage; life and disability insurance; flexible spending accounts; a defined pension plan; a 403(b) plan; paid personal leave and holidays; plus, various supplemental insurance options.

### **About the Employer:**

Saint Thomas the Apostle Catholic Church is a vibrant and welcoming Catholic faith community strongly guided by the vision of the Second Vatican Council. We strive to live by the motto, "All are Welcome" and seek to meet every person where they are in their faith journey and faithfully and compassionately journey forward with them. Led by the Holy Spirit, rooted in the Eucharist, St. Thomas the Apostle strives to be an inclusive servant community – to be Christ in the World. We bear the Good News of God's unconditional love to all generations through worship, faith formation, witness and service.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply for this position, please send resume and cover letter to [lkmec@stapostle.org](mailto:lkmec@stapostle.org). Please reference Director Faith Formation in subject line of email.

### **PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB <sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned, including the ability to lift up to 50 pounds, if needed.
- Ability to stand, sit, or walk for extended periods of time.

- Occasional additional evening hours may be available, flexibility to adjust to other department/business needs.

---

<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.