



IMMACULATE CONCEPTION CHURCH ST. PATRICK'S CATHOLIC CHURCH



Job opening: Director of Catholic Formation

Position: Full time Salaried

Benefits: Health, Dental, 403B and other benefits.

Supervisor: Pastor

The churches of Immaculate Conception and St. Patrick's look to employ a Director of Catholic Formation who will oversee the entire Catechetical ministries within our parishes. The director will be responsible for all programs within the Catholic Formation realm including the Sacraments, as well as managing direct report employees along with volunteers within formation programs. The director will foster and maintain relationships within the parish, office staff, Diocese of Superior, and St. Mary School along with the greater community. The director will build out curricula following guidelines set forth by the Diocese and work closely with our Pastor in selection of those programs. This individual would be passionate in their faith, enthusiastically committed to formation for all ages, and willing to serve as a spiritual leader and role model. As a director, they will be expected to have a strong on-site presence, both in the office and at programs.

Qualifications:

The candidate must have proven management experience. They must be living in full sacramental communion with the Catholic Church. This person needs to either possess or be willing to work toward elevated level religious certification from the Diocese. This will be a requirement of employment, and a reasonable timeline to obtain such will be discussed upon hire. A bachelor's degree in religious education, theology or related fields is preferred but not required. Teaching experience in religious education is preferred. This person must be competent in visioning, applying age-appropriate catechetical methods, and program development. They must also have interpersonal communication skills and be comfortable with public speaking. With this position being part of a small leadership and management team, this person should also have strong budgeting and fundraising skills.

General Responsibilities:

- Responsible for helping establish departmental changes to help this department grow. They will also implement an employee performance program.
- Expected to attend Pastoral and Finance Council meetings within our parishes, representing the CF department. They will work with the Diocesan Department of Catholic Formation at various meetings and conferences pertaining to religious education and/or administrative development to keep current with programs and training.
- Supervise and monitor all parish religious education and Catholic formation programs within our two churches. The bulk of our Catholic Formation is conducted on Wednesday evenings during the school year; this person must be on-site part of that day, and into the night.
- Recruit, hire, supervise, and train catechists and volunteers along with offering critical feedback when necessary.
- Create training materials such as handbooks, and other communications for youth, parents, and catechists along with making sure materials are easily understood and accessible.
- Evaluate the programs to determine strengths, areas of improvement and future needs.
- Assist each catechist in establishing and implementing their plan for diocesan catechist certification and maintain catechist records along with establishing on-going development for catechists.

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- Provide appropriate environments for catechetical and spiritual growth and ensure proper supervision of indoor and outdoor facilities during program times.
- Oversee the registration process and establish the details of the programs' calendar. Work closely with our communications team members in planning announcements and ads.
- Cooperate with parish staff members in developing and implementing parish programs and collaborative use of the facilities.
- Oversee record retention for all aspects of Catholic Formation.
- Collaborate with St. Mary School to help unify the Catholic Formation programs and the Catholic school program.
- Perform any other pertinent duties as assigned by the pastor.

Required Skills:

- This person needs to be working towards or possess advanced level religious certification from the Diocese of Superior or a similar Diocese.
- Strong leadership skills, familiarity with volunteer management, and understanding the basics of non-profit organizations.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external individuals.
- Experience in managing and developing departmental budgets.
- Ability to develop and nurture working relationships with staff, volunteers, and families.

Preferred Skills:

- Having worked on NET Team, Totus Tuus Team member, Extreme Faith Camp Leader, or another related area is preferred but not necessary.
- Bachelor's degree in Pastoral Ministry, Theology, or related field.
- General Technology Experience with web design, social platforms, Parishsoft parish management system, QuickBooks, and MS Office.
- K-12 and/or Faith Formation teaching experience.

Physical Demands: The physical demands described here 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 the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to sit; use hands to finger, handle or feel objects. The employee is required to stand, walk, and reach with hands and arms.
2. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
4. The employee may occasionally have to drive.

Please submit resume along with an application to the Business Office at Immaculate Conception Church. If you have any questions, contact Rush Hickethier at 715-246-4652 ext. 225 or email at r.hickethier@ic-church.com.

Closing Date: Open until position is filled