



# HOLY FAMILY CATHOLIC CHURCH

9531 Liberty Road | Randallstown, Maryland 21133

## DIRECTOR OF FAITH FORMATION

### DESCRIPTION

Holy Family Catholic Church of Randallstown, Maryland is seeking qualified candidates for the ministry of Director of Faith Formation for our growing intercultural parish. This is a full-time and benefits eligible position. The Director of Faith Formation helps our parish to fulfill our mission to help people “to believe in Christ, belong to His Church, and bless our communities.” The overall objective of this position is to organize, direct, and manage programs in faith formation, youth ministry, and young adult ministry. This is done in collaboration with the pastor, staff, catechists and other ministry volunteers, parents, youth, and young adults.

### JOB RESPONSIBILITIES:

- Collaborate with the pastor, staff, and lay leadership in promoting the mission of the parish.
- Ensures ministry complies with the requirements of the Archdiocesan Office of Child and Youth Protection and other relevant Archdiocese of Baltimore policies.
- Organize, schedule, and oversee the faith formation program for First to Ninth Grade.
- Prepare and schedule sacramental programs and services for candidates and parents for First Reconciliation, First Eucharist, and Confirmation.
- Prepare ministries to and with youth and young adults. Planning and executive at least one youth ministry event and one young adult event during each quarter of the ministerial year (concurrent with the fiscal year).
- Perform administrative functions, such as selecting curriculum, ordering materials, planning the annual calendar, etc.
- Gather all appropriate information for all faith formation students, especially those receiving sacraments to ensure accurate sacramental record keeping.
- Monitor spending to ensure adherence to the approved budget.
- Recruit, train, supervise, and offer continuing education opportunities for catechists and other volunteers.
- Counsel, advise, and meet with parents, young disciples, and ministry volunteers to ensure effective communication and resolution of any issues.
- Work with the pastor on the Order of Christian Initiation for Children (ages 7 – 17).

### QUALIFICATIONS

- Must be a practicing Catholic who can model Christian values and actively participate in parish life
- Bachelor's degree in Religious Education, Theology or a related field is preferred.
- Ministry experience in lieu of education will be considered.
- Previous experience working in faith formation or a similar ministry is preferred.
- Must be proficient in Microsoft Office 365 programs.
- Must have excellent organizational and communication skills.

### APPLICATION

A cover letter and a resume can be sent via the [Archdiocese of Baltimore here](#). No phone calls, please.

Phone: 410.922.3800

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*A parish of the Catholic Archdiocese of Baltimore*