



HOLY FAMILY CATHOLIC CHURCH

9531 Liberty Road | Randallstown, Maryland 21133

DIRECTOR OF FAITH FORMATION

DESCRIPTION

Holy Family Catholic Church, located in Randallstown, Maryland is seeking qualified candidates for a Director of Faith Formation. This is a full-time and benefits eligible position. The overall objective of this position is to organize, direct, and manage a comprehensive faith formation program in collaboration with the pastor, staff, catechists, and volunteers. The first priority of this ministry is to reach out to families with children to ensure they are receiving proper faith formation. The second priority is to develop ministries to and with youth and young adults.

JOB RESPONSIBILITIES:

- Collaborate with the pastor, staff, and lay leadership in promoting the mission of the parish.
- Organize, schedule, and oversee the faith formation program for Kindergarten to Eighth 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.
- Perform administrative functions, such as selecting curriculum, ordering materials, planning the annual calendar, etc.
- Prepare annual budget and monitor spending to ensure adherence to approved budget.
- Recruit, train, supervise, and offer continuing education opportunities for catechists and other volunteers.
- Counsel, advise, and meet with parents, students, and volunteers to ensure effective communication and resolution of any issues.
- Work with the pastor on the Rite of Christian Initiation for Adults and developing adult faith formation opportunities.

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 to the Pastor, Father Raymond Harris at rharris@archbalt.org or via postal mail to: Holy Family Parish, 9531 Liberty Road, Randallstown, Maryland 21133.

Phone: 410.922.3800

Fax: 410.922.3804

Email: rharris@archbalt.org

A parish of the Catholic Archdiocese of Baltimore