

Title: Director of Religious Formation
Reports To: Pastor
Parish: Christ the Servant Catholic Parish, Woodridge
Position: Full-time, Benefits, In-Person, Flexible Scheduling
Evenings and Occasional Weekends Required
Supervise: Volunteer Teachers

Job Purpose

Christ the Servant Catholic Parish is seeking a mission-driven Director of Religious Formation to lead a small (less than 150) but growing K-8 formation program.

Duties & Responsibilities

- Oversee the implementation of catechetical programs including Sacramental Preparation.
- Manage student registrations, parent engagement and Catechist formation.
- Recruit, supervise, and support all catechist volunteers.
- Accompany Catechists and Students each week they meet for faith formation classes.
- Teach and/or substitute teach classes when necessary.
- Engage parents in their students' faith formation journey.
- Coordinate the sacramental retreats.
- Coordinate and facilitate annual VBS (Vacation Bible School).
- Prepare Sacramental liturgies.

Qualifications

- Possess a degree or certificate in Religious Education or a related field.
- Be a practicing Catholic who supports the mission, philosophy, objectives, policies and teachings of the Roman Catholic Church and the Diocese of Joliet.
- Have experience as a teacher, catechist, or coordinator in same or similar fields.
- Pass a background check and adhere to all Protecting God's Children protocols.
- Be proficient in Microsoft Office, Google Docs, and/or willingness to learn same plus parish media and communication systems.
- Be proficient in written and verbal communication.
- Be available to work flexible hours including evenings and weekends.

Salary Range

The salary range is \$38,000 - \$41,000 annual, commensurate with education and experience.

Benefits

The employee will be offered a comprehensive benefits package that includes:

- Medical, Dental, and Vision Insurance, Basic Life, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan, 403(b) Retirement Plan, paid personal leave days, and paid holidays based on holiday schedule determined at the local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Physical abilities commonly associated with the Performance of this Job'

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.

- The functions of this job include: ability to talk and hear; ability to stand, sit, or walk for extended periods of time; ability to handle or feel; and ability to reach with hands and arms.
- The employee must be physically able to perform the duties as assigned, including the ability to lift 20-30 pounds if needed.
- The employee must be available to work occasional evenings and weekends, with flexibility to adjust to other parish needs.

Please note

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. Christ the Servant, as a parish within the Diocese of Joliet, will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.

To apply for this position, please submit a cover letter and resume to frbob@ctswoodridge.org. Please reference Director of Religious Formation in the subject line of your email.

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