



St. Joseph Catholic Church | Libertyville, IL

Position Description

Title: Children's Faith Formation Assistant

Department: *Faith Formation*

FLSA Status: Non-Exempt

Description:

At St. Joseph Catholic Church, our Discipleship Team exists to help people encounter Jesus, grow in faith, and live as disciples. The Children's Faith Formation Assistant is a full-time support role, reporting to the Coordinator of Children's Faith Formation. This mission-driven position combines strong organizational skills with a service-oriented approach to ensure the smooth operation of our Children's Faith Formation program. As the ministry continues to grow and adapt to meet the needs of today, the role may evolve—making flexibility, adaptability, and a collaborative spirit essential.

General Responsibilities:

This role is rooted in our parish mission of helping people encounter and follow Jesus. The Children's Faith Formation Assistant brings a servant-hearted spirit, collaborates well with others, and has a genuine love for working with families. The ideal candidate is flexible as programming evolves, proactive and dependable in communication, and organized and tech-savvy in keeping ministry operations running smoothly.

- Prepare and support weekly classes, including materials, setup, and basic technology needs.
- Provide on-site assistance during sessions (Sunday mornings and Tuesday evenings).
- Assist with planning and logistics for events such as Family Masses, Sacraments, Retreats, and Vacation Bible School.
- Process registrations and maintain accurate records, including sacrament paperwork, attendance, and safe environment compliance.
- Communicate with families and provide follow-up support as needed.

- Assist with volunteer coordination, reminders, communications, and Confirmation service opportunities.
- Collaborate with parish staff and volunteers to ensure smooth ministry operations.
- Adapt to evolving parish needs and other duties as assigned.

Qualifications:

- Knowledge and understanding of the Catholic faith, with a commitment to supporting parish mission and ministry.
- Strong administrative and organizational skills; able to multitask, streamline operations, and support effective ministry planning.
- Demonstrated ability to collaborate with clergy, staff, parish leaders, and volunteers in a team-oriented environment.
- Skilled in giving and receiving constructive feedback, fostering growth and continuous improvement.
- Proven experience in administrative or ministry support roles, with the ability to build strong relationships and communicate ideas clearly.
- Passion for serving others and helping children, youth, and families grow in faith.
- Flexible, innovative, and forward-thinking, with the ability to adapt as programs evolve.
- Familiarity with Children's Faith Formation programming and best practices for engaging children and youth.
- Excellent interpersonal, oral, and written communication skills.
- Proficient with technology for administration, communication, and presentations (Microsoft Office, Google Workspace, database systems such as PDS; comfort with leveraging AI tools is a plus).

Schedule:

- Primary support is required during Children's Faith Formation sessions: Sundays, 8:00 AM–12:00 PM, and Tuesdays, 3:00–7:00 PM. Additional hours are needed occasionally for retreats and catechist events held on evenings or weekends. Weekly hours will be coordinated with the Coordinator of Children's Faith Formation to ensure balance and flexibility.

Job Type: Full-time

Work Location: On-site

Pay: Frequency: Bi-weekly