

Position Title: Director of Faith Formation

Parish or School Name: Our Lady of Lourdes Catholic Parish

Location (City): Raleigh

Employment Type: Full Time

Hours per week: 37.5

Position Summary:

Our Lady of Lourdes Catholic Parish is seeking a faith-filled and visionary Director of Faith Formation. This is an opportunity to help shape the spiritual life of a vibrant parish community, rooted in Catholic Social Teaching and committed to living the Gospel in word and action by welcoming all. We are looking for a leader who is passionate about forming disciples, building community, and guiding parishioners of all ages in their journey of faith.

Key responsibilities:

Essential functions are fundamental job duties. The employee must be able to perform these duties with or without reasonable accommodation. This job description does not state or imply that these are the only duties to be performed by the employee.

- Oversight of the parish faith formation for children, teens, and adults.
- Oversight of sacramental preparation: Baptism, First Reconciliation, First Communion, Confirmation, OCIA.
- Recruits, mentors and trains catechists, ministers, and volunteers.
- Ensure curriculum reflects authentic Catholic teaching and Diocese guidelines.
- Facilitates the spiritual and professional growth of catechists of church and school by providing parish formation and retreats.
- Collaborate with pastor, school, staff, and parish leaders to unify parish catechesis.
- Oversight of Adoration Chapel and scheduling.
- Manage budgets, records, and safe environment compliance.
- Serve as a spiritual leader, supporting liturgical and parish life.
- Performs other related duties as assigned to meet the ongoing needs of the organization.

Required Qualifications:

- Bachelor's degree in theology, Religious Studies, Education, or related field.
- 3-5 years of Catholic parish experience in faith formation or ministry leadership.
- Proficient with Microsoft Office, Google Workspace, and social media platforms
- Availability on Sundays, evenings, and Holy Days.
- Ability to stoop, bend and lift up to 25 lbs to assist with deliveries and restocking of office supplies.
- Foster a welcoming, inclusive, and faith-filled environment.
- Ability to maintain a high level of confidentiality.
- Practicing Catholic in good standing with a strong personal prayer life.
- Employment is contingent upon applicants satisfactorily passing criminal background and reference checks
- Must complete diocese-sponsored Safe Environment Training.

Preferred Qualifications:

- Bilingual fluency in English and Spanish (able to read, write, and speak proficiently).
- Proficiency with parish management software is a plus.