

## **Director of Faith Formation/Religious Education/Youth Ministry – St. Catherine of Siena Parish, Portage**

The Director of Faith Formation/Religious Education/Youth Ministry is a vital leadership role in the parish, responsible for fostering the faith formation and spiritual growth of children, teens and their families. This role oversees the parish's religious education programs (Grades K-8) and develops a vibrant, Christ-centered youth ministry rooted in the teachings and traditions of the Catholic Church. The ideal candidate is a dynamic, practicing Catholic with a heart for service, strong organizational skills, and a passion for accompanying young people through their journey of faith.

### **Responsibilities**

- Oversee and coordinate all parish faith formation programs, including sacramental preparation for First Reconciliation, First Communion and Confirmation.
- Recruit, train, and support catechists and volunteers.
- Select and implement approved curriculum and resources aligned with diocesan and parish standards.
- Develop yearly program schedules, lesson plans, and parent communication materials.
- Maintain accurate sacramental and attendance records.
- Organizes parental meetings, retreats and workshops, as needed.
- Coordinate and partner with team of volunteers for Vacation Bible School each summer.
- Create and lead youth ministry initiatives that foster community, prayer, service and discipleship.
- Plan regular youth nights, service projects, Bible Studies and social events.
- Coordinate youth involvement in liturgical ministries, service opportunities and parish events.
- Collaborate with parish staff and families.
- Communicate effectively using email, parish website, social media and print materials.

### **Requirements**

- Practicing Roman Catholic in good standing with the Church; must fully support Catholic teaching and mission.
- Preferred Bachelor's Degree in education, religious education, theology or social work (or equivalent experience).
- Experience in youth ministry, catechesis, or parish ministry preferred.
- Strong interpersonal, communication, and leadership skills.
- Ability to work collaboratively with staff, volunteers, and families.
- Competence in planning, organization, and technology (email, social media, parish management tools).
- Must complete diocesan background checks and safe-environment training.

**Job Types:** Part-time with potential for Full-time (Depending on Candidate)

### **Benefits:**

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

**Work Location:** In person

**To apply,** please submit a resume and cover letter to Elizabeth Dangel, [edangel@stcatherinesiena.org](mailto:edangel@stcatherinesiena.org) , 1150 W. Centre Ave. Portage, MI 49024