



Director of Faith Formation

Date: February 2026

New Position: Created February 2026

Job Title: Director of Faith Formation

Job Type: Full-time, Exempt

Related Archdiocesan Classification: Director of Religious Education (DRE)

Job Level: E-4, \$68,640 - \$96,640 (commensurate with experience)

Supervisor: Director of Pastoral Ministry, in collaboration with the Pastor

Location: St. Ignatius Parish, 650 Parker Ave., San Francisco, CA

Organization

St. Ignatius Parish is a Jesuit faith community grounded in the Gospel and the Spiritual Exercises of St. Ignatius. Together we travel a faith journey of devotion, prayer, inquiry, and holiness. We seek to find God in all things by deepening our faith and listening with discerning and joyful hearts. We walk with the excluded and care for the Earth, our common home, by actively serving the poor and living social and environmental justice.

Position Summary

The Director of Faith Formation provides vision, leadership, and oversight for all parish faith formation initiatives, with responsibility for Children's Faith Formation (K-8), Adult Faith Formation, and parish-wide spiritual development rooted in Ignatian Spirituality. The Director ensures that all programs reflect sound Catholic theology, strong pedagogical practice, and the mission and pastoral priorities of St. Ignatius Parish.

This role manages program administration, curriculum selection, catechist recruitment and support, communication, the coordination of parish-wide retreats, small-group experiences, speaker series, and opportunities for communal discernment. The Director collaborates closely with the Parish staff to foster a culture of lifelong discipleship, integrated Ignatian Spirituality, and active engagement in the life of the parish.

Serving as a pastoral presence at liturgies, programs, and parish events, the Director builds relationships with families, parishioners, and ministry leaders, helping the community grow in faith, discernment, and service for the greater glory of God.

Primary Responsibilities

1. Faith Formation Leadership (Children K-8)

- Evaluate, select, and implement pedagogically and theologically sound curriculum for grades K-8.
- Recruit, train, and supervise catechists.
- Develop the annual calendar, class schedules, and syllabi in collaboration with the Director of Pastoral Ministry.
- Oversee children's catechetical programming on Sundays, ensuring quality formation and pastoral hospitality.
- Support, develop, and sustain the Sunday Children's Liturgy of the Word program.
- Maintains current and accurate sacramental records in collaboration with the Director of Sacraments.

2. Adult Faith Formation, Spiritual Formation & Ignatian Leadership

- Develop and oversee a comprehensive Adult Faith Formation program that fosters lifelong discipleship.
- Plan and coordinate adult formation opportunities, which could include retreats; days of reflection; faith-sharing groups; Bible study; Ignatian prayer groups; and Sunday morning speaker series.

- Collaborate with the Director of Social Justice Ministries to integrate Catholic Social Teaching into parish formation.
- Assist the Pastor in the spiritual formation of parish staff, catechists, lay leaders, and ministry groups.
- Facilitate parish meetings, leadership gatherings, and formation events using a synodal and Ignatian approach.
- Develop materials and communication that help adults integrate faith into daily life and discernment.
- Encourage and support lay leadership in facilitating adult formation and small-group initiatives.

3. Program Administration & Operations

- Manage registrations, attendance, class lists, and program payments, along with logistics and hospitality for all formation events.
- Oversee the Faith Formation budget in collaboration with the Director of Pastoral Ministry and the Office Manager.
- Maintain accurate sacramental records and coordinate with the Director of Sacramental Preparation and Churches of Record.
- Manage program supplies, curriculum resources, equipment, and facility reservations.
- Maintain Faith Formation data within parish systems and software platforms.

4. Parish Collaboration & Community Engagement

- Attend parish liturgies, events, and social functions to build relationships with families and parishioners.
- Serve as a resource to parishioners seeking faith formation or pastoral guidance.
- Engage with archdiocesan, Jesuit, and ecumenical partners as appropriate.
- Serve as Staff Liaison to the lay leadership of the Faith Formation Commission.
- Assist the Pastor and Director of Advancement with fundraising when appropriate.

5. Communications & Promotion

- Collaborate with the Communications Manager on program messaging, promotional materials, and event publicity.
- Provide content for the website, bulletin, newsletter, and church displays.
- Ensure timely and clear communication with families, catechists, and parishioners regarding all formation programming.

6. Other Responsibilities

- Perform additional duties as assigned by the Pastor or Director of Pastoral Ministry.
- Travel may be required; evening and weekend hours are required and determined by parish needs.

Education and Job Requirements

- A spiritually mature Catholic with a strong sense of vocation to catechetical ministry and a deep respect for the Church and the Jesuit spiritual tradition.
- Master's degree in Theology, Pastoral Ministry, Religious Education, or related field preferred; equivalent experience considered.
- Minimum of 3–5 years of relevant professional experience, preferably in a faith-based, parish, or nonprofit setting.
- Strong command of Roman Catholic sacramental theology and catechetical principles.
- Excellent planning, organizational, supervisory, and collaborative skills.
- Outstanding interpersonal and communication abilities (written, verbal, and facilitation).
- Computer literacy in Google Workspace, Adobe, MS Office; willingness and ability to master parish software (Salesforce, Jotform, Classy, etc.).
- Ability to maintain accurate fiscal, statistical, and administrative records.
- Ability to exercise sound pastoral and strategic judgment, especially in complex or rapidly changing circumstances.
- Ability to work effectively with diverse communities and maintain professional boundaries and confidentiality.

Desired Skills, Knowledge, and Abilities

- Experience working in a parish, diocesan, or Jesuit institutional context.
- Familiarity with Ignatian spirituality and synodal processes (or willingness to learn).
- Experience in volunteer management, coalition-building, or community organizing.
- Comfort facilitating groups, leading prayer, and supporting reflective conversation on challenging social issues.
- Ability to navigate a large campus with many stairs, lift up to 50 lbs., and assist with event set-up, including moving materials and supplies.

Compensation & Benefits

- Salary: \$68,640 - \$96,640 (commensurate with experience)
- Medical and dental insurance
- Generous vacation and sick leave policy
- Retirement plan
- Hybrid schedule negotiable
- Professional development opportunities
- Supportive, inclusive workplace

Application

Submit cover letter and resume to the Director of Pastoral Ministry, Maggie Warner:
mwarner2@usfca.edu

Subject line: "Applicant: Director of Faith Formation"

Applications accepted until the position is filled.