



## DIOCESE OF DALLAS

### St. Mark the Evangelist

JOB DESCRIPTION	
<b>Position/Title:</b> Director of Children and Youth Faith Formation	<b>Department:</b> Faith Formation
<b>Reports To:</b> Senior Director of Faith Formation	<b>Date:</b> December 2025
<b>FLSA Status:</b> Exempt	

#### General Summary

Under the direction of the Senior Director of Faith Formation, the Director of Children's Faith Formation and Youth Sacramental Preparation leads the parish's evangelizing mission by forming young disciples of Jesus Christ through comprehensive catechetical and sacramental preparation programs for children and youth (1<sup>st</sup> –12<sup>th</sup> grade), including those with disabilities/special needs. This position is responsible for nurturing a culture of missionary discipleship among families, catechists, and volunteers, while fostering a vibrant, welcoming, and Christ-centered community. This is a full-time, salaried position (40 hours per week, including a few evenings and weekends.)

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#### Essential Responsibilities

- **Evangelizing Catechesis:**  
Design, implement, and evaluate a parish-wide faith formation program that leads children and youth to encounter Christ personally, grow as missionary disciples, and live as active members of the Church.
- **Sacramental Preparation Leadership:**  
Direct and oversee preparation for First Reconciliation, First Holy Communion, and Confirmation (including two-year preparation through high school), ensuring catechesis that integrates conversion, community, and mission.
- **Missionary Family Engagement:**  
Equip and accompany parents as the primary formators of their children's faith through parent meetings, resources, and family faith opportunities that foster life-long discipleship in the home.
- **Formation of Leaders:**  
Recruit, train, and mentor catechists and volunteers as evangelizing leaders who witness the faith and teach with joy, clarity, and fidelity to Church teaching.
- **Inclusivity and Special Needs:**  
Develop individualized catechetical approaches for children and teens with disabilities or unique learning needs to ensure full participation in the life of the Church. Act as Parish Liaison for Community of Disciples Diocesan Initiative for Persons with Disabilities (new pilot program for 2025).
- **Liturgical and Community Celebrations:**  
Plan and coordinate sacramental liturgies, Vacation Bible School, and parish-wide evangelization events families that celebrate the milestones of faith and foster parish unity.

- **Collaborative Ministry:**  
Work closely with the Pastor, parish staff, diocesan offices, and ministry leaders to integrate faith formation into the broader evangelizing mission of the parish.
- **Communication and Promotion:**  
Maintain ongoing communication with families and the parish through multiple platforms (bulletin, website, social media, print, email) to inspire participation and inform about faith formation offerings.
- **Program Administration:**  
Manage program logistics, including curriculum selection, calendar planning, registration, sacramental records, and safe environment compliance; oversee budget preparation and stewardship of resources.
- **Vision and Evaluation:**  
Conduct regular assessments of faith formation effectiveness; seek feedback from families, catechists, and parish leadership; adapt strategies to enhance the evangelizing impact.
- **Staff Leadership and Team Development:**  
Lead and support the Faith Formation team through regular meetings, collaborative planning, and professional development grounded in the parish's mission to form missionary disciples.
- **Other Duties:**  
Perform additional tasks as needed to advance the parish's pastoral and evangelizing vision.

## Qualifications

### Knowledge, Skills, and Abilities:

- Deep personal commitment to the Catholic faith and evangelizing mission of the Church.
- Theological and catechetical expertise, with the ability to inspire and mentor others in missionary discipleship.
- Proven leadership, organizational, and administrative skills.
- Experience working with children, youth, parents, and volunteers in a pastoral setting.
- Excellent communication skills, both written and oral.
- Proficiency in Microsoft Office and parish data systems (PDS preferred).
- Ability to pass diocesan background screening and complete Safe Environment training.
- Bilingual (English/Spanish) ability preferred but not required.

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### Education and Experience:

- Bachelor's degree (or higher) in Theology, Religious Education, Pastoral Ministry, or a related field.
- Previous parish experience preferred.
- Specialized training in catechesis, liturgy, and/or family ministry preferred.

### Special Requirements:

- Flexibility to work evenings and weekends as parish needs dictate.
- Commitment to ongoing formation in evangelization, catechetics, and ministry best practices.

### Parish Vision Alignment

All responsibilities are carried out in support of the parish's mission to form missionary disciples who transform the world by creating welcoming communities and providing life-changing encounters with Jesus Christ.