Open Position Notice

Date: August 3, 2023

Position Title: Faith Formation and Evangelization Director

Agency/Office: Our Lady of Mercy Church (East Greenwich)

Work Schedule: Full Time

Position Requirements:

Our Lady of Mercy Roman Catholic Church in East Greenwich, RI, is seeking a full-time Director of Faith Formation and Evangelization who will assist the pastor and staff in evangelization, catechesis, and formation of all ages. Duties include but are not limited to teaching faith formation classes at all levels, including Sacramental Preparation for Baptism, Communion and Confirmation, RCIA, and other educational and evangelical programs, coordinating and training volunteers, organizing events or retreats to encourage community building and formation, and communicating with church staff about faith formation and evangelization needs. The position is full-time and requires availability for weekend services and evenings as required. The candidate must possess a strong moral character, witness to the Catholic Faith, and hold extensive knowledge of the Catholic Church Teaching. Candidates should be organized and communicative leaders, versed in social media and contemporary issues.

Duties may include:

- Outreach to local families and parishioners using social media and direct contacts
- Train and recruit volunteers for efficient implementation of church programs
- Administer and plan programs in faith formation and evangelization
- Coordinate with parents and youth regarding parish youth ministry and faith formation events
- Coordinate the faith formation program
- Participate and contribute to staff and parish meetings
- Train members on how to be future faith-filled leaders and set up programs to facilitate spiritual growth
- Develop and maintain effective relationships with various leaders in the community for purposes of swift outreach programs
- Be present to youth and families, especially during Masses and services

Experience: 0-3 Years

Education: Undergraduate degree required; master's degree in theology encouraged

Salary: Based on experience and education

About the Employer

Our Lady of Mercy Church and School serves the East Greenwich area with many parishioners from the surrounding communities. We are a parish of over 2,000 families, including a K-8 parish school with 250 students and over 250 students in faith formation programs. Our Lady of Mercy Church and School is a vibrant Roman Catholic parish community that seeks to follow the Lord Jesus Christ and His Church with faith, hope, and love, live the teachings of the Catholic Church with integrity and authenticity, celebrate the Divine Worship of God with reverence and dignity, and seek the grace of the Sacraments for daily living. We strive to form disciples who seek holiness and sanctity as they strive to be saints who generously serve neighbors and strangers with works of charity and justice and serve the evangelical mission of our parish by proclaiming the Good News of Jesus Christ and the tradition of the Catholic Church.

Send cover letter and resume to:

Fr. Bernard Healey at pastor@olmparish.org