Position Description for Director of Faith Formation of Youth & Young Adults

St. Timothy parish in Norwood, MA is seeking a Director of Faith Formation of Youth in grades 7-12.

Primary responsibility would be to organize Faith Formation classes for those grades. It is expected that the director would prepare materials for registration of students for the following fall at the conclusion of classes in the spring. The director would be responsible for the recruitment and ongoing educational and spiritual formation of adult teachers and other volunteers. The director would also prepare students to receive the Sacrament of Confirmation. The director would be charged with organizing and encouraging youth to participate in a range of parish activities including retreats, social activities, service projects and the celebration of the Sunday Eucharist.

The candidate must be a practicing Catholic with at least a Bachelor degree in Theology, Religious Education, Pastoral Ministry or related field, and a solid understanding of Catholic doctrine. Strong written, verbal, organizational, and facilitation skills are required. Knowledge of basic computer programs such as Word and Excel are desirable. The director, to the best of his/her ability, should encourage the participation of parents and or guardians in programs that will enhance the religious development of the students and their families. The director should work collaboratively with all members of the pastoral staff of St. Timothy’s in a unified effort to achieve the evangelization goals of the parish. In particular, the director should work closely with the director of religious education for the lower grades to ensure a smooth transition for students from lower grades into the middle and high school program. The director of the program would be ultimately responsible to the administrator of St. Timothy parish and would be encouraged to establish an advisory board to assist with the ongoing development of the program. It is envisioned that this position could be full-time or part-time based on a candidates’ needs and talents. Salary is to be negotiated accordingly.

Most importantly the candidate must enjoy working with young men and women of this age group and be able to share his/her faith in a creative and collaborative manner.

Interested candidates are asked to send a resume with the names of three references to Fr. John O’Brien, St. Timothy Parish, at FrOBrien@StTim.net.