

St Ann Catholic Church

Raynham, MA



Director of Faith Formation

Location: Raynham, MA

Position Type: Full-time, Salary

Reports to: Pastor

Background

St Ann's Catholic Church is seeking a Director of Faith Formation to join our team in Raynham, MA. Founded in 1960, St Ann's Parish serves 1700 families from the greater suburban Raynham area, within the Diocese of Fall River.

We are seeking a self-motivated and team-orientated individual of high integrity, who possesses a great work ethic and is passionate about fulfilling "Christ's work on earth". The Director of Faith Formation is a full-time, salaried position and will report to the Pastor.

Essential Duties & Responsibilities

- Articulate a vision of catechesis and evangelization for children, adolescents, and their families aimed to lead them to holiness
- Develop, implement, and oversee both catechetical programs and sacramental preparation for individuals in Grades 1-10
- Develop and utilize methods of catechesis that involve, engage, and help form parents as the primary educators of the faith
- Organize opportunities for children, adolescents and families to actively engage in the life of the parish, including in worship, service and community
- Recruit and form volunteers to aid with catechetical and sacramental programs, including ensuring compliance with Diocesan safe environment policies
- Maintain a safe environment for participants in faith formation programs
- Prepare faith formation registration, scheduling and maintain accurate records, forms, budget, and calendar
- Research and purchase necessary materials for programs
- Maintain regular communication with parents, families, staff and the parish
- Incorporate the needs of different ethnic groups and those with disabilities in programming
- Evaluate programs and events, measuring trends, outcomes and effectiveness
- Provide direct assistance and ongoing support to the Pastor, including other duties as assigned
- Collaborate with Diocesan offices on evangelization and catechesis

Qualifications

- Bachelor's degree, preferably in Theology, Religious Education or related field
- Three to five years of related experience
- Deep faith and personal commitment to the teachings and life of the Roman Catholic Church, and a desire to teach and communicate it with others
- Demonstrated leadership and organizational ability, skills and desire for collaboration, together with ability to take initiative and work independently
- Strong communication skills, both written and oral; ability to effectively present information and respond to questions from a variety of groups
- Detailed-oriented, able to handle multiple priorities
- Proficient with the Microsoft Office Suite and Google Suite of products
- Ability to work evenings and weekends as needed

Additional Information

We offer a competitive salary commensurate with education and experience, a comprehensive employee benefits program, and a paid time off policy.
Equal Opportunity Employer

Three professional references will be requested as part of the application process.

Please submit your cover letter and resume to Rev James Fitzpatrick, Pastor
Email: office@stannsrainham.org
Mail: St Ann's Catholic Church, 675 North Main St. Raynham, MA 02767