



Holy Trinity Catholic Church

"The Catholic Community In Fairview Heights"

Part-time Director of Faith Formation position

Initial and ongoing Faith Formation are crucial constituents of Discipleship and Parish Life. As a ministry serving the Parish of Holy Trinity, the Director of Faith Formation is given primary oversight of all aspects of Parish Faith Formation, support of Catechetical Team members through collaboration and sharing resources, and, with pastoral leadership, to develop, plan, and implement the components of a comprehensive Faith Formation process.

The Director of Faith Formation would collaborate with faculty and staff of Holy Trinity Catholic School's Religious Education Instruction programming.

Specifically

- Support Catechists for Sunday Youth Faith Formation (YFF), Adult Faith Formation, Holy Trinity School's Religious Instruction and Sacramental Preparation, Youth Group, and collaborate, as necessary, with the Marriage Preparation coordinators.
- Review all Faith Formation materials for content to meet and/or supplement Diocesan Faith Formation program expectations.
- Maintain Catechetical Certification for Parish Catechists
- Develop and evaluate process with which to update and modify, if necessary, all Faith Formation components to meet growing and changing Parish (and school) needs.
- Collaborate with the Pastoral Council to assist with planning liturgies for the celebrations of the Sacraments of First Reconciliation/First Holy Communion and Confirmation, retreats, seminars and Faith Formation related events.
- Keep current and maintain Faith Formation files and record keeping.
- Demonstrate positive, professional and good interpersonal rapport with Faith Formation Team, parish staff, parishioners, as well as, students, parents, caregivers, faculty and staff.
- Ability to maintain confidentiality in all matters.

ELIGIBLE BENEFITS include: 403B, Earned time off