Director of Faith Formation  
St. Martha Catholic Church

Purpose:  
The purpose of this position is to coordinate all facets of faith formation for the parish. This role will be responsible for catechizing children, adolescents, and adults. This role reports to the pastor and will supervise all Faith Formation staff.

Qualifications:  
1. Master’s degree in Catholic Theology.  
2. Experience in Parish ministry, including at least three years of supervising and coordinating experience.  
3. Available to work full time including some weekends and evenings.  
4. Optional, but beneficial- bilingual in English and Spanish.

Specific Responsibilities:  
1. Coordinate and plan all Adult Faith Formation programs:  
   a. Oversee RCIA, small groups, Bible studies, marriage enrichment, and other catechetical programs for the parish.  
   b. Develop a comprehensive calendar for parish catechesis.  
   c. Recruit, train, and support employees and volunteers for these ministries.  
   d. Work with collaboration with other staff to form disciples for our parish.  
2. Supervise all faith formation programs:  
   a. Administer and support the faith formation of the parish, including religious education, sacrament preparation, and the middle school and high school youth ministry.  
   b. Assist staff in reviewing and selecting suitable materials for all faith formation programs.  
   c. Ensure all catechetical programs and volunteers are in compliance with Archdiocesan Safe Haven guidelines.  
3. Administrative leadership:  
   a. Supervise the Faith Formation staff.  
   b. Propose, maintain, and supervise the Faith formation budget.  
   c. Attend meetings in the parish, the deanery, and the diocese to maintain a good working relationship with all.  
4. Other duties as assigned by pastor.

Please submit resumes to Fr. T.J. Dolce, Pastor of St. Martha’s  
Fr.tj@stmartha.com