

POSTION TITLE: Director of Discipleship

FLSA STATUS: Exempt

REPORTS TO: Pastor

CLASSIFICATION: Full-Time, Salaried

LOCATION: Holy Family Catholic Parish, Caledonia, MI

BROAD STATEMENT OF RESPONSIBILITY:

The Director of Discipleship is a leader, responsible for cultivating faith formation through catechesis for all ages and at all stages of maturity and relationship with the Church. Leads and manages the Discipleship Department. Under the Director's leadership, the Discipleship Department implements the mission, values, and goals of the parish's strategic plan. In particular, the Director is responsible for organizing catechetical and faith formation programs through paid staff and volunteer teams, including (but not limited to) programs for children, confirmation, middle and high school students, adults, and RCIA candidates. The Director is responsible for recruitment, supervision, acquisition, and management of staff, volunteers, curriculum, and resources.

SPECIFIC DUTIES:

- Lead, manage, and supervise the Discipleship Department employees and volunteers, in accordance with the current organizational chart
- Develop and manage department program activities, plans, and budgets
- Work closely with program staff and the Pastor to coordinate planning and execution of faith formation, catechesis, and evangelization activities
- Is a procurator advocate and assists with annulment preparations and meetings
- Coordinates and oversees baptismal preparations.
- Directly plan and implement all RCIA components
- In conjunction with the Pastor, review, acquire, and curate curriculum and educational resources
- Coordinates Marriage Preparation sponsor couples, oversees training of sponsor couples and pairing of sponsor couples to the engaged couple. Provides follow-up/coordination/and support where necessary for the priest and all supporting staff personnel as needed during the marriage preparations process
- Attend weekly department-head meetings and monthly staff meetings
- Other responsibilities as needed

QUALIFICATIONS:

- College degree preferred
- Catechist certifications and experience, knowledgeable and articulate in the Catechism of the Catholic Church
- Managing and multitasking with complex projects, budgets, staff
- Excellent written and verbal communications skills, leadership presence
- Highly organized, self-managing, project-oriented, detail-oriented
- Confirmed, practicing Catholic in good standing

TO APPLY:

Please mail/email cover letter and resume no later than September 1, 2021 to Deb Hazelbach, Parish Manager

DHazelbach@holyfamilycaledonia.org

Holy Family Catholic Parish

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Caledonia, MI 49316