



# ST. GENEVIEVE CATHOLIC CHURCH

815 Barbier Avenue, Thibodaux, LA 70301 ☎ (985) 446-5571

**POSITION TITLE: DIRECTOR OF FORMATION MINISTRIES**

**POSITION SUMMARY:** The Director of Formation Ministries administers and implements a total parish formation process that builds a solid foundation to support Christian living, ministry and outreach in the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

## **ADULT FORMATION**

- Provide oversight and coordination of parish Adult Formation Team in the implementation of a formation process to grow missionary disciples in accordance with diocesan and parish visions of adult formation (i.e., forming missionary disciples according to the Formation Life Cycle) including small group formation, catechetical programs and other faith education opportunities for the formation of adult missionary disciples
- Assists the Pastor and the Adult Formation Team in recruiting leadership and volunteers (group leaders, mentors, hosts, etc.) from within the parish community who will assist in these adult formation programs and coordinates in their initial and ongoing training/formation opportunities
- Coordinates with the RCIA Team in implementing catechetical and formation programs for adults who will undergo the Sacraments of Initiation (Catechumens) or who will be received into full communion (Candidates) in the Catholic Church according to the directives of the Rite of Christian Initiation of Adults
- Works closely with the Pastor in periodically evaluating these programs in the parish in relation to the overall goals, objectives and strategies of parish life.

## **YOUTH FORMATION**

- Coordinates an age appropriate formation process to grow young missionary disciples in accordance with diocesan and parish visions of youth formation (i.e., forming missionary disciples according to the Formation Life Cycle for all grade levels – 1st-12th). These will include, but will not be limited to:
  - High School (9th -12th grade) formation program
  - Confirmation sacramental preparation program
  - Middle School (6th-8th grade) formation program
  - Elementary School (1st –5th grade) formation program
  - First Communion and First Reconciliation (2nd grade) preparation program
  - Parish based small group & large group events
- Assists the Pastor in recruiting adult leadership and volunteers (group leaders, mentors, hosts, etc) from within the parish community who will assist in these youth formation programs and coordinates in their initial and ongoing training/formation opportunities
- Works closely with the Parish Safe Environment Coordinator in ensuring the implementation of all guidelines under Safe Environment program including training of students and adults
- Works closely with the Pastor in periodically evaluating these programs in the parish in relation to the overall goals, objectives and strategies of parish life.

## **QUALIFICATIONS:**

- The individual must be a practicing Catholic and in full communion with the Catholic Church.
- He or she must be able to live a lifestyle according to the Code of Professional Conduct of the Diocese of Houma-Thibodaux.
- He or she must be a living witness of someone who is striving to be a missionary disciple.
- He or she must be flexible and willing to work non-traditional working hours such as early evenings or weekends
- He or she must have a current or is working towards a certification in Safe Environment Training
- He or she must be willing to engage in continuing formation or education in areas related to his or her job
- Must be able to lift up to 20 lbs on occasion
- May also have to drive to venues or other locations as part of the position

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree
- Preferably has experience or background in teaching or facilitating theological, catechetical or religious education
- Preferably with ministerial leadership experience over adult and youth groups
- Ability to effectively collaborate with, present information to and train adult volunteers, youth and parents either verbally or in writing
- Ability to solve practical problems and deal with conflicts among leaders, volunteers, parents and youth
- Proficiency in basic software programs such as Microsoft Office as well as in design and media software applications

**For consideration, please submit a Cover Letter including salary requirement, Resume and Three (3) Letters of Professional Recommendation (*one of which should be from your Pastor*) to Fr. Eric Leyble (eleyble@htdiocese.org) or mail to Fr. Eric Leyble, 815 Barbier Avenue, Thibodaux, LA 70301. Applications are being accepted until March 30, 2019 or until position is filled.**

*\* The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion\*\*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

*\*\* The Diocese of Houma-Thibodaux, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*

*\*\*\* This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. This job description is subject to change at management's discretion.*