

SAINT JOHN PAUL II CATHOLIC PARISH

We share your longing for more

JOB TITLE: Associate Director of Formation

REPORTS TO: Head of Formation

PARISH VISION:

Saint John Paul II Catholic Church is called to open doors to Jesus Christ through authentic witness in the home, joyful hope in worship, and fruitful service to our neighbors, offering the opportunity not to have more but to be more.

JOB SUMMARY:

The Associate Director of Formation will collaborate with the Head of Formation to provide holistic formation for our youth, including sacramental preparation and reception, as well as support for parents and catechists.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- 1) Sacramental Administration – (Emphasis on First Reconciliation, First Communion)
 - a) Collaborate with Head of Formation regarding sacraments
 - b) Registration form development (online and paper)
 - i) Collection and verification
 - c) Communications - email, parish email, bulletin, announcements, social media, Flocknote (email, texts, etc.)
 - i) Registration and follow up
 - ii) Expectations for parents and students
 - d) Reporting
 - i) Enrollment
 - ii) Communication to parish of baptism
 - e) Baptismal certificate collection and follow up if applicable
 - f) Lead parent sacramental preparation informational meetings
- 2) Coordination of Sacraments and Ongoing Formation
 - a) Communication and instruction
 - i) Requirements (Saint Report, Letter to the Archbishop, etc.)
 - ii) Catechist communication (weekly, monthly, etc.)
- 3) Determine content delivery for either a small or large group setting
- 4) Oversee a core team of adults:
 - a) Recruit catechists
 - b) Recruit a core team of adult volunteers to support families in formation.
 - c) Help to provide ongoing formation and mentorship for the adult core team.
 - d) Foster opportunities for mentorship of youth by the adult core team.
- 5) Core team development, catechists recruitment and development communication, and support
- 6) Plan and facilitate sacramental retreats
- 7) Prepare and rehearse for sacramental liturgies

- 8) Serve as a resource and consultant for families, empowering parents to live out their vocation as primary evangelists and teachers in the home.
- 9) Collaboration with area Catholic Schools regarding sacrament preparation
- 10) Collaboration for Totus Tuus, vacation bible school, and other youth formation programs
- 11) Attend meetings with Johnson County directors of religious education
- 12) Assist in VIRTUS and Safe Environment compliance for youth ministry volunteers.
- 13) Collaborate with the Archdiocesan Evangelization Office for resources and events, and network with other parishes to share best practices and resources.
- 14) Attend evangelization and faith formation conferences and other appropriate ongoing education opportunities.
- 15) Participate in staff meetings as appropriate
- 16) Other duties as assigned.

JOB SCOPE:

Contacts are made inside and outside the parish and throughout the Archdiocese, at the direction of the employee's supervisor. Consultation with parish leadership and events could occur on weekends and evenings. Position works in collaboration with the Pastor, Parish Director, Head of Formation, Parish Leadership Team, Parish Staff, and volunteers. May be called upon to produce, review, and moderate media and instructional content.

SPECIFIC JOB SKILLS:

Must be well organized with an ability to prioritize multiple projects and have a system for following up on pending issues. Must be able to manage a flexible work schedule determined in part by coordinating with the schedules of multiple parish contacts. Must possess the ability to travel across the Archdiocese of Kansas City in Kansas and work on site at various locations. Should excel at interpersonal communication and thrive in a collaborative working environment as well as an ability to work independently for extended periods of time. Familiarity with various forms of new media, Catholic digital media, and discipleship and youth formation resources is desired. Knowledge of Catholic Church teachings and a willingness for ongoing formation required.

FIDELITY TO CHURCH TEACHINGS:

Must be a practicing Catholic in full communion with the Church, be faithful to the Church's magisterium and have a deep love of Jesus Christ, the Catholic Church, and the New Evangelization.

EDUCATION AND/OR EXPERIENCE:

A college degree in a related field is preferred. Minimum two years' experience working for the Catholic Church or related ministry is required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, hear, sit, bend, grasp, and perform repetitive motions of the hands/wrists. This job also requires the employee to view a computer monitor for prolonged periods of time. Individual is occasionally required to lift 20 pounds or less.

WORKING ENVIRONMENT:

Work is performed occasionally in an office setting. Office is located in a two-story building with no elevator. Work is also performed on site at locations throughout the Archdiocese of Kansas City in Kansas including: church buildings, school buildings, office buildings, and homes. Work will occur during normal business hours and nights and weekends.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Core Team of Adults and Volunteers