

Diocese of Nashville

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Director of Adult Faith Formation

Description

St. Joseph Parish is looking for an engaging Director of Adult Faith Formation to join our staff. This person is a vital part of our parish community and provides our parishioners with opportunities to grow in their faith within a small group format. This person has joy and heart for evangelization, works with adults, and creates a welcoming space for all to explore their faith.

Essential Duties and Responsibilities:

- Continually assesses needs of parish adults in the areas of spiritual, intellectual, emotional, and religious growth.
- Develops and coordinates Adult Faith Formation annual vision and calendar of activities with the Pastor and others at St. Joseph Church.
- Supervises volunteers, conducts, and coordinates small group faith sharing and bible studies.
- Organizes parish spiritual retreats.
- Participates in ongoing formation and educational opportunities to stay current on trends in catechetical ministry.
- Attends monthly Parish Council meetings.
- Meets regularly with parish staff for planning and coordination of parish programs.
- Excellent organizational skills to coordinate all aspects of setting up events, including securing space, developing marketing materials, writing announcements, etc.
- Prepares and submits budget to the Business Manager.
- Performs other duties as requested by the Pastor.

Education and/or Experience:

- Bachelor's degree in religious studies or theology, or equivalent.
- Experience working in a parish environment.
- Experience facilitating small groups.
- Successful completion of parish Safe Environment program.

Additional Skills or Requirements:

- Parishioner of St. Joseph Church or willingness to become an active member of our parish community.
- Active in the Catholic faith and knowledgeable of the teachings and practices of the Catholic Church.
- Ability to work collaboratively with priests, parishioners, volunteers, committee members, church councils, and Diocesan personnel.
- Trustworthiness, reliability, willingness to maintain confidentiality, and the ability to work in a team environment with all staff members, volunteers, and parishioners.
- Strong interpersonal and leadership skills, works well as part of a team and independently.
- Proficiency in the use of computers, including internet, email, and Microsoft Office products.

Physical Demands & Work Environment:

Hiring organization

Saint Joseph Church

Job Location

Madison, TN

Date posted

August 1, 2024

Valid through

15.09.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/All/ba1ddc2a-4e1b-49e0-8381-b71ee7a5a817/ST-JOSEPH-CHURCH>

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting of supplies or equipment may occasionally be required, not exceeding 20 pounds.
- Additionally, while performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.

Job Classification/Details:

- Part-Time, Hourly rate: TBD
- Flexible Schedule around Parish Activities