

# Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-faith-formation-2/>

## Director of Faith Formation

### Description

St. Philip the Apostle Catholic Church seeks qualified candidates for the position of Director of Faith Formation. This is a regular full-time position whose responsibilities include promoting, cultivating, and fostering the catechetical and evangelical formation at St. Philip. Directing the faith formation team, the Director of Faith Formation supervises and manages all activities related to the formation of the Christian faithful. The Office of Faith Formation provides support to adult faith formation, sacramental preparation including OCIA, youth ministry, young adult ministry, Hispanic ministry, as well as other catechetical apostolates associated with formation of the Christian faithful. The ideal candidate must be an innovative individual who will work with the formation team to create and execute all catechetical initiatives, write and distribute guidelines, stay current with programming offered to ensure that St. Philip has appropriate tools for evangelization and catechesis and therefore meet the needs of a growing church. This position is located at St. Philip the Apostle, Franklin, TN. This position will require some travel.

### Requirements

Essential Duties and Responsibilities include the following:

Directs the Office of Faith Formation: as the leader of a team of professional lay ecclesial ministers who work to serve the needs of our parish offering support, guidance, resources, formation opportunities, and parish-wide events that forward the mission of Saint Philip, as disciples of Jesus Christ, joyfully celebrate the Eucharist as a community and share and proclaim the Word of God to our neighbors. The team includes:

- Assistant Director of Faith Formation for Adult Catechesis and OCIA
- Assistant Director of Faith Formation for Youth Catechesis
- Coordinator of Youth and Young Adult Ministries
- Assistant to the Director of Faith Formation

Oversees the planning, development, implementation, and evaluation of all parish faith formation activities, such as Traditional, Catechesis of the Good Shepherd (CGS), and Confirmation educational programs. Additionally responsible for online formation opportunities, Bible studies, retreats, pilgrimages, conferences.

Works with the Pastor and parish leadership team to:

- Assess current and emerging parish needs for faith formation leaders, teams, and catechists.
- Design and implement formation opportunities for catechists.
- Establish a network of faith formation leaders for mutual support and enrichment.
- Provide resources and consultations as needed or requested.
- Recruit, form, and support volunteers.
- Design, implement, and/or conduct training sessions for faith formation staff and volunteers.
- Supervise the design and creation of all print and digital marketing for faith formation events.

### Hiring organization

St. Philip the Apostle Catholic Church

### Job Location

Franklin, TN

### Date posted

March 24, 2025

### Valid through

24.07.2025

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- Supervise the planning and orchestration of special liturgies, conferences, guest speakers, retreats, and parent meetings.
- Stay current with trends/development seeking assistance from the Diocese of Nashville and/or Pastor.
- Recommend policies and procedures relative to faith formation in consultation with faith formation team.
- Foster the goals and objectives of the USCCB Bishops' documents relative to faith formation such as the General Directory for Catechesis.
- Prepare and monitor budgets related to programs of responsibility and review monthly with the supporting team members and Director of Administration.
- Provide information, referrals, and assist persons interested in connecting with existing sacramental, medical, mental health, educational and other support resources effecting family ministry.
- Obtain resources, equipment and materials necessary for formation team.
- Collaborate with the Pastor to identify opportunities for spiritual growth of volunteers, encouraging participation in both parish and diocesan sponsored retreats and local and/or national conferences.
- Engage volunteers to support the Edge and Connect nights and serve as the point person for the Kitchen and Service crew.
- Evaluate current programing and pastoral needs to develop a Family Life ministry.
- Coordinate with Natural Family Planning instructors for scheduling NFP classes in the parish and provide direction to interested persons in obtaining NFP teaching certification.
- Perform other duties as requested by the supervisor.

#### **Education/Experience**

- Fully initiated Catholic in good standing.
- Spanish language fluency preferred.
- M.A., S.T.L., or equivalent education/experience in Theology or a related discipline.
- 5+ years of experience or direct involvement in formation-related ministry.
- Excellent relational, written, and oral communication skills
- Strong organizational and project management skills
- Ability for evening and weekend work and travel as required
- Proficient computer skills, specifically with internet, MS Word, Excel, PowerPoint, Publisher, Google, Office 365 or similar products

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