Diocese of Nashville

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

Director of Faith Formation

Description

The Director of Faith Formation is a member of the pastoral team responsible for the catechetical programs (including Christian religious education and sacramental preparation) designed to lead adults, young adults, and children in the faith community to maturity of faith through instruction and formation in the Christian life.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

Overall

- Creates a plan for catechetical and spiritual formation to evangelize, disciple, and catechize all parishioners.
- Assesses program needs and sets goals and objectives for the program through consultation with the pastor and other staff and volunteers at the parish.

Catechesis and Sacramental Preparation for Children

- Oversees Sunday religious education for grades including sacramental preparation for children of all grades.
- Recruits and trains catechists and aides.
- Develops an annual calendar of catechetical formation schedule and events.
- Schedules religious education classes and assigns catechists and rooms.
- Develops relationships with support volunteers to serve as substitute teachers or help with program needs. ·
- Reviews and evaluates the curriculum for each grade level for scope, content, age- appropriateness, etc.
- Oversees registration process for religious education classes.
- Develops, as needed, personalized education plans for students with special needs.
- Follows up with parents regarding patterns of absenteeism from religious education classes.
- In cooperation with the school, coordinates First Reconciliation, First Communion, and Confirmation, including planning and conducting meetings with parents and a retreat for those to be confirmed.
- Schedules Confirmation with the bishop's representative.

Christian Initiation for Adults (OCIA)

- Plans and conducts the OCIA program for the parish, with input and approval of the Pastor.
- Plans and leads OCIA sessions, with the assistance of the pastor and other clergy.
- Prepares candidates for initiation into the Catholic Church at Easter Vigil.
- Help the pastor to support candidates and their spiritual needs.

Other Faith Formation in the Parish

- Develops and plans other faith formation activities in the parish for youth, young adults, and adults.

Hiring organization
St. Frances Cabrini Catholic Church

Job Location
Lebanon, TN

Date posted
October 19, 2026

Valid through
09.01.2027

Send cover letter with resume to Rev. Joseph Mundakal at pastor@sfctn.orh

- Help the pastor to organize parish missions, retreats, guest speakers, Bible studies, small group programs, and other such formation opportunities.

Vacation Bible School

- Serves as point of contact with the diocesan coordinator.
- Directs the implementation of VBS week during the summer.
- Oversees registration process, volunteer recruitment, and orders needed supplies.
- Ensures that all volunteers comply with diocesan Safe Environment standards prior to ministry.

Administrative

- Participates in staff meetings and regularly reviews the status of program goals and priorities.
- Maintains open communication with staff and parish community regarding catechetical activities.
- Stays up to date regarding diocesan policies and best practices to ensure that parish policies regarding religious education are formulated according to the latest standards.
- Prepares and submits needed reports as required by the diocese or the parish office.
- Represents the parish at diocesan sponsored catechetical functions and conferences monthly or as requested.
- Evaluates and assesses those who are teaching religious education through interviews, observation, lesson plan reviews, etc. to ensure that plans are according to curriculum and liturgical seasons. Communicates with catechists regarding outcomes of assessments.
- Plans and conducts parish catechetical meetings for catechists and parents as needed during the year.
- Plans and coordinates catechist recognition events, e.g., dinner, reception, etc. at least once annually. ·
- Reviews, selects, and purchases program supplies, books, resources, or other needed program materials.
- Plans, develops, and monitors program budgets, expenses, etc.
- Reviews student files regarding sacramental records, attendance, student progression, and evaluations at end of program year.
- Maintains ongoing records on students and catechists.
- Maintains classroom needs with the parish community. Ensures that classrooms are in order and stocked with needed supplies and equipment, that organization of classroom arrangement is maintained, and that instructional signs are in place.
- Maintains a resource library for catechists.
- Works with parish employees and parish volunteers supporting faith formation ministries for children and young adults under the age of 18, to ensures that Safe Environment training and qualification requirements have been met.
- Performs other duties as assigned by the Pastor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in education, theology, religious education, or related field.
- Minimum of three years of experience as a catechist.
- Completed or willingness to complete relevant training through the Diocese of Nashville.

ADDITIONAL SKILLS OR REQUIREMENTS

- Active member of a Roman Catholic faith community.
- Models Catholic lifestyle with joy for the faith and positive attitude toward the Church.
- Desires to communicate the faith and possesses ability to work with people of all ages.
- Supervisory skills for directing youth and volunteers.
- Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parents.
- Organizational skills for managing details related to all aspects of religious education ministry.
- Schedule flexibility to accommodate evening and weekend work.
- Proficiency in the use of computers including internet, email and Microsoft Office products.
- Successful completion of parish Safe Environment program.
- Ability to maintain confidentiality.
- Prefer candidate with experience using Flocknote.

How to Apply

Send cover letter with resume to Rev. Joseph Mundakal at pastor@sfctn.orh