

Position Available-Director of Family Faith Formation Holy

Family Parish- Duxbury, MA

The Director of Family Faith Formation (DFFF) will be a full-time member of the parish's Pastoral Staff and will report to the Pastoral Associate. The DFFF will be responsible for a comprehensive parish faith formation ministry for families with children in grades pk-12. The mission of the DFFF is to help families encounter Jesus, grow in relationship with Him, and assist them in learning the Catholic Faith. The DFFF, in collaboration with other members of the Pastoral Staff, will lead the parish's catechetical, evangelization, and outreach efforts for families to assist this larger mission in conjunction with the Pastoral Plan of the parish. In addition, the DFFF will manage both the part time Children's Faith Formation Minister and a part time Administrative Assistant. This position offers great opportunities to be creative, think outside the box and grow ministries already in place in a collaborative environment.

Responsibilities

- Be part of the life of the parish with a ministry of presence on the weekends.
- In collaboration with the Faith Formation Team develop curriculum, plan logistics and implement the Family Faith Formation Program for Grades pk-7 and the Confirmation Program.
- Facilitate all sacramental preparation for First Reconciliation, First Communion, Confirmation and Baptismal families of children in preschool and above.
- Work with Pastoral Associate and OCIA Coordinator to implement an OCIA for children and teens.
- Initiate opportunities for families to engage with the parish and grow in faith and discipleship outside of monthly Faith Formation (called BRIDGE). This will include, but is not limited to, supporting the work of the current Family Ministry Committee.
- Facilitate year-round opportunities for youth; such as Summer Vacation Bible School and Mission Trip/ Service Opportunities for teens.
- Foster a culture where others in our community including families are encouraged to share their own gifts in the service of the vision of the parish by recruiting, equipping, and supporting them as volunteer catechists, event coordinators, small group facilitators and liturgical ministers.
- Coordinate and lead team of volunteers who provide our weekly Children's Liturgy of the Word on Sunday mornings.
- Participation in monthly staff meeting and staff formation.
- Implement Archdiocesan safety curriculum and safe environment procedures for all family events and ministries.
- Work with administrative assistant and provide oversight of office duties.
- Other duties as assigned.

Qualifications:

- a Catholic with a personal relationship with Jesus who actively participates in the Sacramental Life of the Church
- creativity, joy, flexibility and enthusiasm in evangelizing families and a desire to bring families closer to Christ and His Church including those that are unchurched.
- bachelor's degree in religious education, theology, pastoral studies or related field required, master's degree preferred
- ability to inspire and work with volunteers and staff
- ability to communicate effectively in oral, written and digital communications
- a strong foundation and familiarity of faith formation models particularly family and intergenerational formation
- bring a commitment to ongoing professional education and formation to keep up on emerging trends in ministry and maintain relationships with Archdiocesan offices
- proficient in office technology and social media platforms as well as working knowledge (or ability to learn) Parish Soft Database and Flocknote Communication system
- ability to work evenings and weekends in conjunction with responsibilities of the position

Salary and benefits commensurate with responsibilities, experience and education in conjunction with Archdiocesan guidelines.

Please submit cover letter and resume via email to Jeanne Cregan: jcregan@holyfamilyduxbury.org