

BUCKS COUNTY

St. Jude Parish
321 Butler Ave.
Chalfont, PA 18914

Pastor: Monsignor Francis Beach
office@stjudechalfont.org

Position: ***Director of Parish Faith Formation***

The Director of Parish Faith Formation is a professional catechetical leader who reports to the pastor and assists adults, adolescents and children of the parish in their faith formation. He/she must be a practicing Catholic, in good standing with the Church and committed to the authentic teaching of the Catholic faith,

The candidate should have deep knowledge of Catholic doctrine, liturgy, morality and prayer traditions; excellent written and oral communication abilities, as well as organizational, administrative, interpersonal and technology skills.

The responsibilities for this full time, twelve month position which includes nights and weekends are, but not limited to:

- **Parish Religious Education Program (PREP)**
 - oversees and coordinates the faith formation of parish children who do not attend Catholic School.
 - Recruits catechists; provides spiritual and professional formation
- **Sacramental Preparation:** works closely with the pastor and school principal in preparing parish children for First Penance, First Communion and Confirmation
- **Vacation Bible Camp:** coordinates the summer program
- **Adult Faith Formation**
 - + develops and implements a pastoral plan for Adult Faith Formation as expressed in the United States Conference of Catholic Bishops document, "Our Hearts were Burning Within Us and in collaboration with the pastor
 - + assesses the needs and desires of the parish adults regarding programming
 - + plans and promotes the annual calendar of events
 - + recruits and forms volunteers
 - + manages budget

Education: Master's Degree in Theology or Religious Studies preferred.

Professional Experience: Preferably experience as an administrator, parish staff member or Catholic educator.

Qualified candidates should send a cover letter, resumé, and a letter of recommendation from his/her pastor via US Mail or email to the attention of the pastor, Monsignor Beach.