



Christ the King Catholic Church

Pastor: Fr. Stephen Brunner

Email: frsteveb@myparish.com

5306 Main Street, PO Box 524

McFarland, WI 53558

JOB DESCRIPTION: DIRECTOR OF RELIGIOUS EDUCATION AND ADULT FAITH FORMATION

Summary

Christ the King Catholic Church is a 500-household parish in the beautiful village of McFarland, Wisconsin looking to employ an inspired and faith-filled Catholic for the full-time position of Director of Religious Education and Adult Faith Formation. This key ministry team member will be entrusted with cultivating intentional discipleship in the youth (grades 4K – 5th) and adults of the parish. This team member will create the annual religious education calendar, construct the curriculum, and recruit and train catechists. There are opportunities for the DRE to exercise his or her own creative capacities should he or she like to try new forms of catechesis (i.e. more family oriented faith formation). The Director of Religious Education and Adult Faith formation will also lead adults through the RCIA process, provide Advent and Lent programming, and further develop discipleship in the adult community. This is a perfect opportunity for a faith-filled Catholic to pursue if he or she loves working with youth and adults alike.

Interested applicants should send: A cover letter (no longer than 1 page), a resume (no longer than 2 pages), and contact information for two references. All materials should be sent to Fr. Steve Brunner at frsteveb@myparish.com.

Ministry Qualifications

General qualities and skills

1. Is a Catholic in good-standing with the Church
2. Able to pass basic requirements for employment in the Diocese of Madison (Safe environment for children, background check, etc.)
3. Strives to live a Spirit-filled life through prayer and the Sacraments
4. Is able to inspire the youth through prayer and the Sacraments
5. Has a strong knowledge of the Catholic faith and is able to teach young people and adults the important truths of the Catholic faith
6. Is aware of the physical, emotional, intellectual and spiritual development of the youth, especially in the age range of 4K – 5th grade
7. Is expected to communicate and write effectively with the youth and their parents
8. Is able to lead initiatives independently
9. Is able to work in a team environment

Education, Training, and Experience

1. A college or ministry-related degree would be preferred or commensurate experience in youth ministry
2. Has experience working with groups of youth in a leadership role



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3. Is certified or willing to work toward certification in youth ministry (Note: the Diocese of Madison offers certification through online classes or through in-person classes known as the “Seat of Wisdom” classes)
4. Is expected to participate in the Diocesan “Getting Started Program” to assist in a smooth start for this position
5. Is expected to participate in the Go Make Disciples Initiative at Christ the King, which is a Diocesan-led evangelization initiative, being implemented at local parishes by each pastor in collaboration with parish staff
6. Is willing to pursue further professional development opportunities offered by the Diocese or suggested by the pastor

Ministry Responsibilities

1. Creates the annual religious education calendar, constructs the curriculum, recruits and trains catechists, procures materials and supports catechists
2. Prepares students and parents for and coordinates the celebrations of First Reconciliation and First Communion
3. Administers the ACRE (Assessment of Children/Youth Religious Education) if an ACRE is required (i.e. the 5th grade test)
4. Coordinates Adult Faith Formation ministries including Bible study and small group discussions, baptismal preparation for parents, Women’s Bible Study, and Advent and Lenten Programs, and other opportunities (Chosen TV Series, etc)
5. Prepares candidates and catechumens for the Christian Initiation of Adults. Plans rituals for Rite of Reception.
6. Should be open to ministry to the young adult population of the parish should the need arise
7. Serves as a liaison to We Care groups, which assist parishioners with various needs and host funeral luncheons
8. Acts as an advocate for youth in the parish so that the youth are more involved in life of the parish (service opportunities, assisting at mass as lectors, servers, ushers, etc.).
9. Performs other activities as assigned by the pastor
10. Employment hours include evening and weekend hours as needed.
11. Is preferably able to assist the pastor in the social media presence of the parish and even take on leading communication responsibilities through social media for the parish if it is possible (Facebook/YouTube/Flocknote)
12. Is competent in technology (Microsoft Office) and is willing to learn new technologies (Flocknote, Facebook, YouTube, Word on Fire, Ministry Scheduler Pro, creating videos, posting content to the internet) to promote more effective communication to the parish and to the public.
13. The Director will attend the weekly staff meeting.
14. The Director is expected to assist the pastor, other team members as needed and as he/she is able.