



St. John Paul II Parish Family

Job Description

I. IDENTIFYING INFORMATION

Position Title: ASSOCIATE DIRECTOR OF CHILD & FAMILY FORMATION

Status: Full time, Exempt, 12 months

Reports to: Director of Faith Formation

Start date: Summer, 2024

II. PRIMARY FUNCTION OF THIS POSITION

The Associate Director provides vision and coordination for the parish family catechetical apostolate to children in grades Pre-K through Grade 6. This includes weekly classroom formation for children as well as parent/family catechesis sessions. The Associate Director designs formation programs which engage and empower parents as the primary catechists of their children. The Associate Director will demonstrate a thorough understanding of Church teaching and be able to transmit it in a way that is both richly informative and deeply transformative.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Develop a vision for child formation (i.e., teaching, equipping and activating missionary disciples) that builds upon and enhances our current offerings. Relatedly, produce a detailed plan to implement this enhanced vision that considers: creative formats, settings, and timeframes; the most effective use of people and campus resources; and increasing the capacity of the number of children and families being served.
2. Implement child and family formation programs using curriculum and resources from trusted Catholic publishers that correlate with the Archdiocese of Cincinnati [Graded Course of Study](#), 2018.
3. Coordinate the recruitment, training, support, and evaluation of adult volunteers (i.e., catechists and other leaders/aides), to include compliance with the Archdiocesan [Decree on Child Protection](#).
4. Coordinate evangelization of and outreach to all children across our parish family, including those with disabilities, and foster the involvement of children in the life of the community.
5. Work to engage parents in their responsibility to hand on cherished Catholic heritage and to promote the importance of faith and prayer in the children's everyday lives.
6. Conduct summer programming for families and children that is authentically Catholic (i.e., emphasizes both the Word of God and the Sacraments).
7. As a parish staff member: attend staff/team meetings; collaborate in team work sessions; communicate to staff/team about apostolate activities; seek staff/team input; submit, manage and maintain an apostolate budget; and serve as a resource to the pastor, staff/team, parish advisory council, et. al., on issues related to child and family formation.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

1. Active Catholic parishioner in good standing with a consistent prayer life, regular reception of the sacraments, and frequent speaking of his/her relationship with Jesus

2. Spiritually mature missionary disciple who actively discerns the movement of the Holy Spirit leading his/her apostolate and personal life
3. At ease praying in front of and with others (in both small and large groups), leading and participating in spontaneous prayer and worship
4. Strong verbal and written communication skills and the ability to relate to different types of personalities
5. Highly adept at organizing detailed activities and prioritizing time efficiently towards the completion of outlined tasks
6. Technology savvy with high proficiency in Microsoft Office and Google Workspace
7. Regular daytime, evening and weekend work hours required at all three parish campuses (40+ hours per week)
8. Working environment: shared work area provided at each campus location (desk/office with computer/printer access); must be able to transport materials and equipment (up to 30 pounds) to and from various locations

V. KNOWLEDGE, EDUCATION AND/OR EXPERIENCE

1. Devout Catholic with thorough knowledge of the Church, including her history, structure, doctrine, and moral teaching
2. Passionate and dynamic teacher grounded in Scripture, the *Catechism*, and the writings of various saints, spiritual masters, and modern-day apologists
3. Bachelor's or Master's Degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field is desirable (Note: we may require a new hire to receive additional training or coursework.)
4. Catechetical Leader certification from the Archdiocese is desirable
5. Previous relevant experience within the parish setting is desirable

VI. ACKNOWLEDGEMENT

The JP II Parish Family staff is composed of and continues to seek individuals who are team players, reliable communicators, passionately Catholic, striving for holiness, and aligned with the Magisterium and norms of the Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

A valid driver's license is required. Before starting the position, the Associate Director must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____