



St. Francis Xavier  
Missoula's Jesuit Parish  
420 West Pine Missoula, MT 59802  
(406) 542-0321

### **Director of Faith Formation**

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization, and social outreach.

---

**POSITION TITLE:** Director of Faith Formation

---

**POSITION STATUS:** Full-time, Salaried (32-40 hours/week), flexible hours, and based on a ten month work schedule.

**REPORTS TO:** Parish Administrator and consults with Pastor

#### **I. POSITION GOAL**

Responsible for Faith Formation programs for children, youth, adults, and families at St. Francis Xavier Parish. These programs include the following: Baptism preparation for families; Children's Liturgy of the Word (CLOW); Catechesis of the Good Shepherd (CGS); Preparation for First Reconciliation & First Communion; occasional supplemental children's formation activities; Confirmation, monthly Men's Spirituality Group; seasonal Women's Scripture Study; occasional supplemental adult formation activities; RCIA invitation, welcome, and formation process; and Vacation Bible School.

Faith Formation at St. Francis Xavier is rooted in and draws inspiration from Ignatian spirituality.

#### **II. RESPONSIBILITIES**

##### **1. Administration**

- Meets with Parish Administrator on a regular basis.

- Consult with Pastor and Liturgical Committee regarding curriculum and liturgies.
- Create and review curriculum and program plans for grades Pre-K up to middle school.
- Facilitate, in collaboration with the Liturgical Committee and presider, any liturgies pertaining to Faith Formation.
- Maintain complete family records for registration and attendance in the Camino database in coordination with the Office Manager.
- Maintain written sacramental records as required.
- File and distribute all pertinent material to registered families.
- Prepare and monitor a yearly calendar.
- Set and monitor specific program goals.
- Attend parish staff meetings and deanery meetings.
- Ensure compliance with Safe Environment Training (VIRTUS).
- Supervise the part-time Director of the Catechesis of the Good Shepherd (CGS).
- Complete and submit accurate expense reports.
- Accept additional duties as assigned by the Parish Administrator or Pastor.

## 2. Program Leadership

- Supervise, recruit, schedule and coordinate catechist teachers, assistants & volunteers across all faith formation programs.
- Train catechist teachers, assistants, and volunteers with support with personal knowledge, resources, and pertinent materials.
- Complete training for and serve as a level 1 CGS Catechist. Additional levels of training (2 and 3) would be required over time.
- Direct the RCIA program; establish and work with a trained RCIA team of volunteers; and select, prepare, and organize guest speakers.
- In cooperation with a team of volunteers, supervise CLOW, providing a dynamic and Ignatian approach to scripture that is developmentally appropriate.
- Teach Baptism preparation sessions for parents and families; ensure that their family is included, informed, and engaged as their child grows.
- Teach preparation for First Reconciliation, First Communion, and Confirmation including other staff, volunteers, and parents.
- Oversee and support Women's Scripture Study and Men's Spirituality group.
- Explore the creation of a Middle School Youth Program and associated curriculum, outings, service projects, and serve as the director.

- Lead and facilitate annually the parish Vacation Bible School (VBS) program that includes a week-long camp each summer.
  - Maintain a positive relationship with the Diocesan Office of Youth and Young Adult Ministry to offer opportunities for parish youth to participate in diocesan-wide programs such as the High School Justice Outreach Project.
  - Create, promote, and facilitate Family Ministry opportunities
3. Publicize and communicate
- Creates and presents for multimedia (video, podcast, social media) various faith formation topics, issues and experiences for a broader audience in cooperation with the Director of Communication.
  - Prepare/publish/distribute literature for Faith Formation programs.
  - Promote Faith Formation awareness utilizing the parish website, e-bulletin, announcements, letters to parents, group texts, etc., in cooperation with the Director of Communication.
  - Uses Camino parish database tools.
4. Promote parish community building
- Be proactive in assisting families to engage in parish activities.
  - Be a regular presence at masses and other parish events to facilitate in person communication with parishioners about formation opportunities.
  - Collaborate with other staff members as needed on intergenerational community events and projects.
  - As appropriate, operate formation programs (such as CLOW and RCIA) on a year-round calendar.
5. Diocesan and Deanery “at large” participation
- Keep abreast of new resources, curricula, educational philosophy.
  - Network with lay and ordained ministers as well as the Office of Youth & Young Adult Ministry.

### **III. QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and /or abilities required.

- Practicing Catholic with educational or experiential background in faith formation across all ages.

- 2 years direct teaching experience or equivalent with youth/young adults and ability to creatively instruct students of all ages using innovative and inspirational methods.
- Experience in curriculum assessment – ability to design, implement, and troubleshoot dynamic curriculum.
- Must have supervisory experience. (position supervises catechesis teachers, assistants, and multiple volunteers).
- Communications skills - Ability to communicate effectively and to establish effective working relationships with volunteer catechists and youth ministers and convey a genuine concern for their needs. Provides public presentations as necessary.
- Have a positive and empathetic attitude, and excellent people skills
- Must be accessible, responsive and flexible to handle the changing needs of the church.
- Strong clerical, computer and organizational skills.
- Effective verbal, writing, editorial and publishing skills.
- Experience with Google Calendar and Microsoft Office Suite.

#### **IV. PHYSICAL & JOB DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift 20 pounds and able to walk up two flights of stairs
- The Director of Faith Formation is occasionally required to walk, stoop, kneel, or crouch
- Must comply with a background check and VIRTUS training
- Local & regional travel may be required

#### **V. DIOCESAN COMPLIANCE**

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Please submit your resume by contacting:

Fr. C. Hightower, S.J., Pastor, at [hightowersj@sfxmissoula.org](mailto:hightowersj@sfxmissoula.org) or  
Colin McCormack, Parish Administrator, at [cmccormack@sfxmissoula.org](mailto:cmccormack@sfxmissoula.org) or  
call the parish office at 406-542-0321.