



St. Benedict Church and School  
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## **St. Benedict Catholic Church and School Director of Faith Formation**

St. Benedict Catholic Church and School is seeking a full-time Director of Faith Formation to serve the parish community. Under the leadership of the Pastor, the Director will assess and strategically plan the faith formational needs of the parish.

Programs include the Parish Religious Education Program, Sacramental Preparation, OCIA, Adult Faith Formation, and the Youth and Young Adult Ministries in collaboration with the Coordinator of Religious Education, Coordinator of Youth and Young Adult Ministries and Director of School Religious Education.

### **Duties and Responsibilities:**

- Provide leadership, coordination and oversight for all parish faith formation programs.
- In collaboration with the Pastor, Director of School Religious Education and Coordinator of Religious Education, develop curriculum plans and select instructional resources.
- The Director of Faith Formation is responsible for the recruiting, training, supervising, and supporting the spiritual formation of catechists, staff and volunteers for multiple ministries while ensuring compliance with diocesan certification and Safe Environment policies.
- Foster family catechesis and adult education through parent programs, retreats, sacramental meetings, and parish formation opportunities.
- Prepare and monitor the Faith Formation budget in collaboration with the Director of Temporal Administration.
- Communicate regularly with families, catechists, and volunteers through meetings, digital platforms, and parish communications.

### **Qualifications:**

- The position requires a minimum of a Master's Degree in Theology or related field.
- 3 to 5 years' of relevant experience.
- Practicing Catholic in good standing.
- Strong leadership, organizational, and effective oral and written communication skills.
- Proficiency in Google applications, Word, Excel, Power Point, and electronic communication.
- Availability for evenings and weekends as needed.

**Salary:** Competitive \$55,000 - \$70,000, in line with experience.

**Benefits:** Full-Time employees are eligible for medical, dental, vision, paid time off, and 403b retirement savings.

**Application Deadline:** April 30, 2026

### **Application Requirements:**

Qualified candidates should submit a cover letter, resume, and two references to Pat Tobino, Manager of Human Resources, at [tobino@stbenedictnj.org](mailto:tobino@stbenedictnj.org) with "Director of FF" in the subject line.

*All employees are required by the Diocesan Safe Environment Policy to be fingerprinted, background checked and to attend VIRTUS training. St. Benedict Catholic Church and School is an equal opportunity employer.*