

# Director of Evangelization & Faith Formation

Full-Time | Pastoral Ministry | 2–5 Years Experience | Undergraduate Degree

## JOB DESCRIPTION

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The Director of Evangelization and Faith Formation, under the leadership of the Pastor and with the support of other parish staff, oversees the parish's implementation of the New Evangelization through faith formation, sacramental preparation, youth and young adult ministry, and outreach. He/she ensures all parish apostolates foster an encounter with Christ through the Church and coordinates the staff and volunteers who carry them out.

## RESPONSIBILITIES

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### ***Leadership & Administration***

- Set annual goals with the Pastor; delegate and track tasks across programs
- Manage department budget
- Administer our Church Management System (CMS) ParishStaq: registrations, room reservations, calendar, and reporting
- Manage diocesan compliance: VIRTUS/OPCYP, volunteer forms, background checks
- Liaison to the Diocesan office of Vocations, Office of Faith Formation, Office of Marriage and Family Life and Office of Youth, Campus, and Young Adult Ministries.
- Maintain sacramental records for OCIA, First Communion, and Confirmation with the Sacramental Records Custodian.
- Plan quarterly leadership summits with the Pastor and ministry leaders
- Represent the parish at diocesan meetings

### ***OCIA***

- Oversee weekly operations; ensure sessions are staffed and logistics are covered
- Recruit, train, and support small group leaders to conduct participant interviews and ongoing formation
- Ensure sacramental documents are collected, tracked, and filed

### ***Religious Education***

- Oversee RE programs (Monday evening K–5, Sunday evening 6–8) and Family Faith Formation
- Recruit and onboard catechists annually; ensure training and support
- Ensure RE nights run smoothly through coordinated volunteers and staff
- Oversee sacramental preparation timelines: First Penance, First Communion, and Confirmation
- Coordinate with the Director of Hispanic Ministry on bilingual family needs and faith formation

### ***Youth & Young Adult Ministry***

- Oversee WAY youth ministry; ensure sessions are staffed, planned, and supported
- Support WAY catechist leaders in developing year-long curriculum
- Oversee P3 young adult program logistics through designated staff or volunteers

***Small Groups & Fellowship***

- Support small and large fellowship groups; conduct quarterly formation check-ins
- Aid sacramental preparation for marriage and baptism; support parent formation
- Coordinate campus ministry outreach at GMU Arlington

**QUALIFICATIONS**

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- Experience in faith formation, sacramental preparation, or parish ministry
- Ability to recruit, train, and coordinate volunteers and ministry teams
- Strong administrative, organizational, and delegation skills
- Knowledge of and fidelity to Catholic teaching
- Strong interpersonal and communication skills
- Conversational Spanish desired

**TO APPLY**

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Send a cover letter, resume, and three references to Rev. Donald J. Planty, Jr., Pastor:  
[pastor@stcharleschurch.org](mailto:pastor@stcharleschurch.org)