

Adult Faith Formation Director

Our Lady of Fatima Catholic Church

Lakewood, CO

fatimalakewood.com

PARISH VISION

Shepherd souls to heaven under the mantle of Mary's protection.

PARISH MISSION

Evangelize all souls into disciples.

Sanctify the evangelized.

Equip the sanctified to evangelize.

JOB TYPE

Full-time, 40 hours per week

SUMMARY

The Adult Faith Formation Director serves as a gifted catechist, engaged leader, and pastoral minister. This individual is open to God's plan for advancing our parish mission to evangelize, sanctify, and equip all souls in our community. Grounded in an active faith, the Director proclaims the kerygma and fosters growth in holiness through formation, evangelization, and intentional accompaniment. The successful candidate builds and supports small groups, equips parishioners to share the Gospel, and sends them forth to multiply disciples.

RESPONSIBILITIES

Community & Team Building:

- Foster a welcoming environment that encourages deeper engagement in parish life.
- Build and nurture relationships with parishioners so they feel known, seen, and loved.
- Prayerfully discern, equip, coordinate, and support mission-minded volunteers to accompany others on their faith journey.

Adult Sacraments:

- Implement an ongoing OCIA inquiry process that invites and engages the curious, the open, and the seeking.
- Facilitate catechesis for adults preparing to receive the sacraments.
- Prayerfully discern, invite, equip, and support a team of mentors who are ready to accompany adults, catechumens, and candidates on a lifelong journey of discipleship.
- Meet regularly with individual catechumens and candidates to foster trust, listen deeply to their stories, and provide personalized guidance on their journey toward full initiation into the Church.

- Collect all sacramental paperwork and provide diligent follow-up and resolution for irregular and complex cases.
- Collaborate with clergy and the parish liturgist to plan the ritual steps of initiation.
- Coordinate and attend all OCIA Rites.

Adult Formation:

- Implement a range of programs that engage people at all stages of the “thresholds of conversion”, from the unchurched to missionary disciples.
- Equip individuals in a small group to accompany others on their faith journey and, in turn, equip them to do the same, creating multiplying relationships that equip missionary disciples across our community.
- Lead the established Wednesday Morning Bible Study, fostering engagement with Scripture and lifelong faith formation.
- Collaborate with Children’s Faith Formation Director to plan and lead formation sessions for parents of children preparing to receive their sacraments.
- Coordinate annual parish Lenten mission.

Young Adult Community:

- Coordinate with volunteer team offering social, formation, and devotional opportunities.
- Coach volunteers to accompany others, building small groups into equipping teams.
- Prepare, attend, and sometimes lead events.
- Meet regularly with young adults, connecting and rooting them in the community.

Administrative:

- Draft and deliver program invitations, updates, and follow-up communications to support participant engagement and retention.
- Assess the effectiveness of discipleship efforts and implement adjustments to ensure our parish community is evangelizing, sanctifying, and equipping our neighbors.
- Develop and manage department budget.
- Evaluate and purchase required educational materials.
- Coordinate registration for programs requiring enrollment and/or payment.
- Reserve meeting spaces for department events.

QUALIFICATIONS

- Practicing Catholic in good standing, active member of a parish, and faithful to the magisterium of the Roman Catholic Church.
- Mission driven and rooted in prayer.
- Desires to build a culture of missionary discipleship within the parish.
- Available to work evenings and weekends as required.
- Proficiency in Microsoft Office Suite applications and related productivity tools.
- Bachelor’s degree required.
- 2-5 years of experience in evangelization ministry or catechesis required.

SKILLS

- Prayer-centered discernment (individual and group) to better understand God's will.
- High degree of emotional intelligence and pastoral sensitivity, with the ability to facilitate respectful and compassionate conversations around personal biases, conflict, trauma, and misunderstandings of Catholic teaching.
- Strong leadership skills, with the ability to provide vision, inspire collaboration, and guide staff and volunteers in advancing the parish mission.
- Cultivating volunteer engagement and developing thriving small-group communities.
- Expertise in planning, scheduling, and resource coordination for both planned activities and unanticipated needs and opportunities.
- Strong public speaking, group facilitation, relational storytelling, conflict resolution, and interpersonal communication skills, with the ability to present faith-based concepts in ways that are accessible, engaging, and relevant to diverse audiences.
- Excellent written communication skills, with the ability to compose clear and concise correspondence.
- Strong collaboration skills, with the ability to build relationships, foster teamwork, and work effectively with clergy, staff, and volunteers.
- Ability to organize and manage paperwork and ministry records with accuracy, confidentiality, and attention to detail.
- Demonstrates initiative, accountability, and effectiveness in a self-directed work environment.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to talk, hear, and move tables and chairs to arrange meeting spaces.

COMPENSATION

\$55k to \$60k Salary (Depending on Experience)

BENEFITS

Comprehensive health, dental, and vision insurance

Life insurance

Paid time off

403(b) - Employer 6% retirement contribution

START DATE

As soon as practicable

APPLICATION

Email resume to Fr. Henri Tshibambe at frhenri@fatimalakewood.org and Fr. John Mrozek at frjohn@fatimalakewood.org by October 10, 2026.