

## **JOB OPENING – DIRECTOR OF FAITH FORMATION AND FAMILY LIFE**

### **Description**

St. Mary - St Paul Catholic Church and School in Big Rapids, Michigan is seeking a vibrant, mission-oriented Director of Faith Formation and Family Life. The ideal candidate is a faithful Catholic with a strong understanding of the Church's teachings, a passion for evangelization, and a desire to cultivate a rich Catholic culture within the parish. This position requires someone who is organized, capable of coordinating volunteers and parish initiatives, and flexible with evening and weekend hours in order to serve the diverse needs of parish and campus ministry life.

**Location:** St. Mary - St Paul Parish & School – Big Rapids, Michigan

**Reports To:** Pastor

### **Position Summary**

The Director of Faith Formation and Family Life serves the parish by fostering a vibrant Catholic culture rooted in prayer, sacramental life, and ongoing formation. This position is responsible for developing, implementing, and overseeing comprehensive faith formation opportunities for children, youth, families, and adults within the parish community.

Working closely with the pastor, parish staff, volunteers, the parish school, and the Newman Center at Ferris State University, the Director helps cultivate a culture of discipleship and lifelong Catholic formation throughout the parish.

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### **Essential Responsibilities**

#### **Youth Faith Formation**

- Develop, implement, and oversee the parish faith formation program for grades K–8.
- Recruit, train, and support parish catechists and volunteers.
- Foster a culture of prayer, learning, and discipleship among young parishioners.

#### **Middle and High School Ministry**

- Develop and lead middle school and high school faith formation programs.
- Coordinate youth ministry initiatives that encourage active participation in parish life.

## **Family and Adult Faith Formation**

- Develop and oversee ongoing formation opportunities for parents and families with children enrolled in the parish school or faith formation programs.
- Organize parish-wide formation events such as:
  - Bible studies
  - Speaker series
  - Marriage enrichment events
  - Parish celebrations and community gatherings
- Coordinate parish Advent and Lenten days of reflection or formation series.
- Assist with parish celebrations of major liturgical feasts (Corpus Christi, patronal feast day, St. Nicholas, etc.).

## **Sacramental Preparation**

- Coordinate and oversee sacramental preparation programs for:
  - First Reconciliation
  - First Holy Communion
  - Confirmation
  - Marriage preparation

## **Order of Christian Initiation of Adults (OCIA)**

- Develop and oversee the parish OCIA process.
- Coordinate catechists, sponsors, and parish involvement in the formation of those entering the Church.

## **Volunteer Coordination**

- Recruit, support, and coordinate parish volunteers serving in various ministries such as hospitality, gardening, and parish service initiatives.

## **Parish School Collaboration**

- Work with St. Mary's School to help cultivate a strong Catholic identity and culture.

- Assist with events and celebrations that connect the parish and school communities.
- Support parish expectations for active participation among school families.

### **Newman Center Collaboration**

- Maintain an active presence with the Ferris State University Newman Center.
  - Assist with the execution of Newman Center fundraising and community events.
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### **Qualifications**

- Practicing Catholic in good standing with the Church.
  - Strong understanding of Catholic teaching and parish life.
  - Experience in catechesis, ministry leadership, or Catholic education preferred.
  - Ability to organize programs, lead volunteers, and foster community engagement.
  - Strong communication and interpersonal skills.
  - Ability to collaborate with parish staff, volunteers, and clergy.
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### **Position Details**

- Full-time position
  - Salary and benefits commensurate with experience
  - Some evening and weekend work required
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### **To Apply**

Please submit a resume and cover letter to:

**Fr. Jegar Fickel**

Pastor

St. Mary - St Paul Catholic Church

Big Rapids, Michigan

**[fatherjegar@stmarystpaulbr.org](mailto:fatherjegar@stmarystpaulbr.org)**