

St. Francis de Sales Parish, Holland, Michigan  
Position Description

We are seeking a full-time Director of Family and Adult Faith Formation, who will be responsible for implementing all aspects of our program, including curriculum, staffing, and catechist training.

Position: Director of Family and Adult Faith Formation

Status: Full-time, exempt

Reports to: Pastor

**Areas of Responsibility:**

1. Supervise the Faith Formation Staff:
  - Director of Youth Ministry (full-time)
  - Coordinator of Bilingual Programs (full-time)
  - Coordinator of Children's Programs (part-time)
2. Direct faith formation programs
  - Implement faith formation programs in English for adults
    - Coordinate the Rite of Christian Initiation of Adults
    - Develop bible studies, speaker series, and other activities aimed at adults
    - Organize parent sessions for sacramental preparation and monthly family programs
    - Serve on a team to implement in English the St. Andrew's School of Evangelization (This program is currently very active in Spanish in the parish; it is in the embryonic stage of development in English)
  - Work with staff to develop and maintain catechetical programs in English and Spanish

**Preferred qualifications:**

- Enthusiasm for serving in a diverse parish
- At least three years experience in parish ministry
- Commitment to collaboration
- Strong organizational skills
- Master's degree, ideally in religious education
- Proficiency in Spanish

Contact: Send resume and references by April 15 to [SearchFAFF@stfrancisholland.org](mailto:SearchFAFF@stfrancisholland.org)

Our parish website is [www.stfrancisholland.org](http://www.stfrancisholland.org)