

Director of Child and Youth Formation

Parish Catechetical Leader · PreK4–8 and Grades 9–12

Status	Full-time, 40 hours/week, 12-month, salaried, exempt
Reports to	Pastor
Supervises	- Faith Formation Administrative Coordinator & Youth Formation Assistant - Hispanic Ministry Coordinator & Child Formation Assistant (Director supervises Child Formation work) - Volunteer Catechists
Works with	- Director of Adult Faith Formation - St. Elizabeth Ann Seton Catholic School Principal - Parish Office Staff
Schedule	Year-round. Present for Wednesday child formation and for high school formation events as needed throughout program year. Additional evenings and weekends for sacraments, retreats, and parent sessions.

Purpose

The Director owns both halves of child and youth formation: PreK4–8 (including First Reconciliation and First Communion) and grades 9–12 (including Confirmation). The Director designs the programs, forms catechists, sets the calendar, and is the pastor’s delegate for the quality of catechesis. Two people assist: the Child Formation Assistant provides day-of presence and support for the child program; the Faith Formation Administrative Coordinator & Youth Formation Assistant handles advance administrative work for both programs and day-of presence for the youth program.

Essential duties

Program leadership — child and youth

- Design, implement, and evaluate the annual plan, calendar, and curriculum for PreK4–8 and grades 9–12 in accord with Archdiocese of Milwaukee guidelines.
- Oversee First Reconciliation, First Communion, Confirmation, and OCIA adapted for children, including parent formation and liturgies, and coordination with Seton students who receive sacraments through the parishes.
- Recruit, form, schedule, and support volunteer catechists and other volunteers.
- Be present and responsible on Wednesday formation nights, and at high school events as needed.
- Plan retreats, mission trips, and Confirmation-related events. Support Living Stations as program owner.

How the Director uses the other two roles

- Assign Child Formation Assistant work: Wednesday-night presence, day-of setup and hospitality for child events, and accompaniment of Spanish-speaking families during in-person child formation.
- Assign the hourly coordinator’s advance (“remote”) administrative work for both child and youth programs, and that person’s day-of presence at youth events.
- Keep one program, not two tracks: English and Spanish families follow the same calendar and standards.

Collaboration and administration

- Communicate with families through bulletin, website, email/text, and parent meetings.

- Propose the formation budget and monitor it with parish finance staff.
- Accountable for student, sacrament, and catechist records. The hourly coordinator prepares drafts and gathers documents; the Director reviews.
- Ensure Safe Environment compliance for formation volunteers with the parish safeguarding coordinator.
- Participate in parish staff meetings and work with the Formation Commission / Pastoral Council as the Pastor requests.
- Maintain a working relationship with the Archdiocese of Milwaukee Office of Evangelization & Catechesis and pursue required leader certification.

Classification and hours

Salaried, exempt. Wednesday evenings, high-school sessions as needed, retreats, and sacrament liturgies are ordinary duties, not overtime. The Pastor may adjust the weekday schedule in the same pay period after an unusually heavy stretch.

This role does not include

- Coordinating Hispanic pastoral life (baptisms, weddings, quinceañeras, Spanish community events). That belongs to the Hispanic Ministry Coordinator under the Associate Pastor.
- Advance paperwork as the main use of time: registration data entry, chasing baptismal certificates, collecting parent signatures, supply inventory. That belongs to the hourly coordinator.

Qualifications

- Practicing Catholic in good standing who can teach the faith of the Church.
- Bachelor's degree in theology, catechetics, religious education, pastoral ministry, OR equivalent experience.
- At least three years of catechetical or Catholic-school experience preferred.
- Able to lead volunteers and work evenings, Sundays as needed, and three-parish logistics.
- Spanish proficiency is a plus, not required.
- Safe Environment compliance and background check required.