Director of Faith Formation

Job Description

The St. Philip Institute of Catechesis and Evangelization seeks a Director of Faith Formation to oversee and implement faith formation programs in the entire Diocese of Tyler. This is a diocesan-level position. The Director of Faith Formation is part of a team of directors at the St. Philip Institute, supervised by the Executive Director under the Board of Trustees and His Excellency, The Most Reverend Joseph Edward Strickland.

The Director of Faith Formation is the administrator of the Department of Faith Formation within the St. Philip Institute, which involves personnel who are Specialists in the Seasons of Life as defined in Bishop Strickland's apostolic constitution, "A Teaching Diocese: Constitution on Teaching the Catholic Faith." The Director will organize and lead Master Catechists in each deanery as they in turn oversee Directors of Religious Education and teams of catechists (encompassing religious education of children, sacramental preparation, RCIA, and ongoing adult faith formation) at each parish.

The Director of Faith Formation is also responsible for the development of curricula pertaining to Catechist Certification throughout the Diocese. The Director is responsible for implementing diocesan-wide faith formation to transform the diocese into a teaching diocese that guards and evangelizes in East Texas by sharing the Catholic Faith.

As a member of the St. Philip Institute, the Director of Faith Formation also regularly produces catechetical and evangelical content, in written, audio, and video form. This includes online articles, print articles, lectures, catechetical/evangelical videos.

Strong preference will be given to candidates who have earned a M.A. or similar degree in Theology, who are bilingual (English and Spanish), who are adept at using technology (including social media) to communicate, and who have demonstrated excellence in implementing diocesan-wide programs.

This is a full-time, salaried position with benefits. Residence in the Diocese of Tyler and consistent presence in the institute office during the hours of operation from 9:00 a.m. to 5:00 p.m. and occasional commitments on weekends are required.

Please send resumes to Zaira Melchor (zmelchor@stphilipinstitute.org).