



Job Title:	Director of Faith Formation and Youth Ministry
Location:	St. Joseph - Princeton
Reports To:	Pastor–Fr. Gary E. Kaiser
FLSA Status:	Full-Time Exempt (Salary)
Last Revised:	May 1, 2026

Summary: St. Joseph Catholic Church is seeking a full-time Director of Faith Formation and Youth Ministry to serve at the parish level.

Essential Job Functions:

- Faith Formation: Plan, coordinate, and lead a parish religious education program, sacramental preparation, adult formation, Order of Christian Initiation of Adults (OCIA), and VBS
- Youth Ministry: Develop, implement, and lead comprehensive youth programming (social, service, and spiritual).

Required Skills:

- Leadership and Outreach: Recruit, train and support adult volunteers and catechists.
- Collaboration: Work with the pastor and staff to integrate youth into the larger parish community.
- Communication: Maintain effective communication with parents, families, and the parishes through social media, email, and bulletin.
- Strong organizational, administrative, and interpersonal skills.
- Proficiency in technology and social media for ministry outreach.
- Ability to work flexible hours, including evenings and weekends.

Areas of Responsibility:

- Direct the Religious Education program for Grades 1-12 including catechist recruitment, formation and training.
 - Direct Children’s Liturgy of the Word and Vacation Bible School.
 - Direct Adult Formation programs in the Parish.
 - Provide for Sacramental preparation for Baptism, First Reconciliation, First Communion and Confirmation.
 - Direct Youth Ministry for Grades 6-12.
 - Identify and empower lay leaders from the parish community to meet the spiritual needs of our children, teens, parents, families, married couples, single and widowed adults and catechists.
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- Serve as Parish Safe Environment Coordinator and provide training as needed for all staff and volunteers that work with youth. Coordinate with the school Safe Environment Coordinator as necessary.
- Coordinate the updating of all sacramental records for the parish.
- Develop and monitor a budget under consultation with the Finance Council.
- Assist with administrative office duties when needed.

Education Requirements:

- Bachelor's degree in Theology, Religious Studies, or related field preferred.
- Experience in parish ministry is highly desirable.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Applicants should email their resumes to apaul@evdio.org or mail your resume to St. Joseph Catholic Church, 410 South Race Street, Princeton, IN 47670.
