

St. Mary's Catholic Community
1700 Missoula Ave.
Helena, MT 59601



Job Title: Director of Faith Formation and Pastoral Care

Reports To: Fr. Cody Williams – Pastor

FLSA Status: Exempt, salaried position with an expectation of an average of 40 hour weeks. Annual base salary of \$55,000-65,000 and benefits eligible

Prepared By: Fr. Cody Williams

Prepared Date: 08/06/2026

Approved By: Fr. Cody Williams

Approved Date:

Reports to: Pastor or Parish Administrator

Summary of position:

The role of the Director of Faith Formation and Pastoral Care (DFFPC) is to organize the efforts to form the people of St. Mary's Catholic Community in the faith and provide basic pastoral care. This position has a variety of aspects to it. The first aspect is formation of the community including religious education and youth ministry programs as well as adult educational opportunities. The second aspect of this position is to provide basic pastoral care to those in the community including, but not excluded to, visiting with those in need, caring for the homebound and sick, and organizing the various efforts of pastoral care already present in the church.

Duties of the Director of Faith Formation and Pastoral Care:

Faith Formation

Formation of the Youth

- Youth ministry for ages under 12
 - Assist with and support CGS and those leaders who are involved with it
 - Collaborate with the current RE Coordinator in her role of caring for youth
 - Collaborate and assist those who are involved with youth programming
 - Maintain the necessary supplies and needs for the leaders
- Youth ministry middle school and high school
 - Participating in youth group for middle and high school
 - Promoting Diocesan youth ministry opportunities
 - Collaborate with those involved with youth ministry

- Creating opportunities to further the growth and development of the youth in their faith.
- Sacramental Preparation
 - Help prepare parents and infants for baptism
 - Help with preparation for 1st Communion and 1st Reconciliation.
 - Assist with Confirmation preparation.
- Family Ministry
 - Create and provide opportunities for families to grow in faith
 - Support families and parents in being the first educators of their children.
- OCIA
 - Help facilitate and support communication and programming for the OCIA program.
 - Work directly with those interested in full communion with the church in preparing them to receive the Sacraments and enter the church
 - Assist the current leaders in managing the OCIA program
- Adult faith formation
 - Support existing adult educational opportunities and provide a communicative link between the staff and the group leaders
 - Facilitate adult educational opportunities.
- Virtus Compliance
 - Maintain an accurate and up-to-date list of all volunteers who work with children
 - Ensure Virtus policies are maintained
 - Promote a culture of care for the youth
 - Maintain Virtus records and complete yearly compliance reports.

Director of Pastoral Care

- Create and maintain a communicative link between the various outreach and pastoral care ministries and the pastor and staff.
- Meet with and aid those who come into the office seeking pastoral care
- Provide, maintain, and support opportunities to care for the homebound and those in care facilities.
- Communicate pastoral care needs with pastor and staff as appropriate.
- Facilitate communication and continued care with those who are sick or experiencing hardships.

Other duties as assigned by the pastor.

Competencies:

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to customer service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats customers and other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our customers, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Teamwork

Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:*Minimum Requirements:*

- Protecting God's Children Training and Virtus on-line training

- High School diploma or equivalent
- Practicing Catholic

Desired Requirements:

- College degree in teaching or related field
- Experience in youth ministry or pastoral care
- Strong planning and leadership skills
- Familiarity with above mentioned programs, i.e. OCIA, CGS, Youth Group

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____