



## Formator Job Description

**Job Title:** Formator  
**Reports To:** Local Head of Formators

### SUMMARY

Formators with each other and the Director of Formation to preserve the mission and spirit of CITC in all its activities, programs, and services. They help to oversee the integral well-being of the missionaries, including their spiritual life, human formation, community life, intellectual formation, and apostolic projection with people in need, volunteers, and the greater community. They do so by being available to the missionaries and offering accompaniment, resources, and opportunities for their daily Christian lives.

In addition to their service to the missionaries, new Formators spend the first year of their employment prioritizing their own formation. These include 1) a time of training accompanied by experienced Formators, 2) practicum within the mission of CITC, and 3) ongoing studies. While CITC seeks to provide the resources for this training and development, Formators take the initiative in their personal formation according to the mission and spirit of CITC.

CITC seeks applicants who demonstrate a deep knowledge and love for the social and moral teachings of the Catholic Church and manifest those qualities by both their ability to articulate those teachings clearly, and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Regarding the missionaries:

- Collaborate with the formators to implement the formation program for missionaries
- Attentiveness and guidance for the integral well-being and growth of missionaries
- Offer a personal example of apostolic availability in daily life, particularly toward the missionaries
- Facilitate moments of encounter within the community
- Assist the Head Formator in evaluating applicants for the year of service
- Participate in the formation of the staff according to CITC's mission and spirit
- Create and constantly renew a culture that is consistent with the identified mission, vision, guiding principles, and values of the organization.

Regarding their personal formation:

- Dedication to deepening spiritual life and relationship with God
- Proactivity in their own spiritual and human growth (e.g., spiritual direction, counseling, or other resources for continued maturation and sanctity)
- Proactivity in studies regarding their academic pursuits, as well as the CITC handbooks, formation plan, and materials
- Familiarity with our mission with the homeless
- Seeking conversations and training from the experienced formators

## OTHER DUTIES AND RESPONSIBILITIES

- Provide personal support for the missionaries in unforeseen situations
- Promptly respond to requests for spiritual guidance
- Participates effectively as a team member through communication, cooperation, information sharing, and problem solving
- Offer spiritual resources to nourish the interior life of the missionaries
- Outreach to the greater community will require traveling by plane and long road trips
- Assist with community life, which during particular circumstances may include caring for the sick in the house, cooking, cleaning (including bathrooms), organizing house items, and manual labor (e.g., moving furniture and carrying donations).
- Accompany the missionaries on spiritual retreats, excursions, walking a pilgrimage (50 miles in 4 days), camping and sleeping in tents, and driving
- Collaborate with other staff with their duties and responsibilities for the overall mission of CITC

## QUALIFICATIONS

- Studies in theology preferred
- Experience in pastoral ministry or missionary life
- Awareness and integration into the CITC mission

## NECESSARY SKILLS

- Emotional intelligence and maturity
- Critical thinking based on Catholic criteria
- Active listening
- Teaching and public speaking
- Ability to provide guidance and motivation based on Catholic criteria
- Ability to facilitate community living, especially through dialogue and sharing
- Social perceptiveness
- Reading comprehension for theological and spiritual texts
- Complex problem solving and conflict resolution
- Prudent judgment and decision making
- Flexibility

**Time:** Full-time, Exempt, 40 hours per week

**Reports to:** Director of Formation

**Benefits include** medical, vision, and dental insurance, retirement fund, paid-time off, and various other benefits specific to Christ in the City.

**Salary:** \$45,000

To apply for this position, please:

- 1) Email your resume and a cover letter to [jobs@christinthecity.org](mailto:jobs@christinthecity.org)
- 2) In the body of the e-mail, share how you heard about this position