

JOB DESCRIPTION

POSITION TITLE: Director of Adult Faith Formation

STATUS: FULL TIME

REPORTS TO: Pastor

NON-EXEMPT: NO

OBJECTIVE: The Director of Adult Faith Formation spreads the Gospel by developing, implementing and maintaining faith formation initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Manage Faith Formation Department
2. Assess the faith formation needs of adult parishioners and develop effective ways to bring adults closer to Christ through evangelization, catechesis and prayer
3. Build and maintain a strong ministry to families
4. Maintain strong Bible Study program
5. Administer the RCIA program in collaboration with the Pastor and Lay coordinators
6. Guest Speakers:
 - 6.1. Host Adult Faith Formation guest speakers
 - 6.2. Coordinate guest speakers with other Parish groups, including the Gospel of Life Council
7. Schedule, recruit and host presenter for annual Parish Mission (Jan./Feb.)
8. Promote spirituality, prayer and worship among adults
9. Direct semi-annual Marriage Preparation program grounded in Theology of The Body
10. Direct Marriage Enrichment programming/retreats
11. Coordinate Adult Confirmation Preparation classes
12. Coordinate "ReMember Church" classes for returning Catholics
13. Present Parent Sacramental Preparation Talks (8/year - First Reconciliation, First Eucharist, Confirmation)
14. Coordinate monthly Parent Baptismal Preparation class
15. Direct Adult Faith Formation and Bible Study Councils
16. Participate in Parish Strategic Planning (not sure if this will be required)

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing the work of secretarial staff and volunteers utilized in carrying out the responsibilities mentioned above.

QUALIFICATIONS REQUIREMENTS:

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

A minimum of a Bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent. A Masters Degree in one of these areas is preferred. A minimum of 3 years experience is required.

OTHER SKILLS AND ABILITIES:

Must be a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Strong computer competency (including social media), strong communication and interpersonal skills, strong organizational and planning skills, strong presentations skills are essential.

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 sit and talk or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to set up and break down furniture (chairs, tables, podium, etc.) for group meetings and events.

Specific vision abilities required by this job include close vision, distance vision, and color vision

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.