

SAINT MICHAEL CATHOLIC CHURCH
Prior Lake, Minnesota
JOB DESCRIPTION
Coordinator of Adult Faith Formation

Supervisor: Pastor
Supervises: Volunteers
Collaborates with: Adult FF Committee, Parish & School Staff
Status & Work Hours: Part Time (20 hrs/wk , flexible schedule)

FLSA: Exempt (Executive)

PRIMARY OBJECTIVES OF THIS POSITION: Plan and implement catechetical, pastoral formation and service programs for parish adults.

GENERAL RESPONSIBILITIES: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church and the Parish. Their behavior must not violate the faith, morals or laws of the Catholic Church or the Archdiocese of St. Paul & Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating member of the Roman Catholic Church.

Job Qualifications: B.A. in theology, Catholic Studies or religious education (although M.A. in theology, Catholic Studies or religious education is preferred) and 3+ years of experience as a Director of Adult Ministry. The candidate must have dynamic teaching, communication, leadership, interpersonal, administrative, and organization skills. Possess and demonstrated skills and ability to work effectively adults and children. The candidate must have the ability to form and direct teams and boards, must be able to communicate and connect with a highly educated suburban faith community, be a practicing Catholic of good moral character and deep faith, completely loyal to the magisterium of the Catholic Church, and who has a passion for teaching the truth through the lens of love and beauty.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- A. RCIA Program Coordination
- B. Adult Formation Coordination activities & Events
- C. Formation Outreach to parishioners and the unchurched
- D. Supports and Promotes the Church of St. Michael mission statement

EXAMPLES OF REQUIRED ACTIVITIES:

- Be present where and when needed, ready to work as needed to meet responsibilities at the times required
- Recognize when situations require additional effort and satisfy responsibilities in a timely manner
- Participate in meetings of the Faith Formation Committee
- Be knowledgeable about and seek to cooperate with other parish programs and projects

- Recruit, train and support catechists and program volunteers
- Provide curriculum for programs in accord with Archdiocesan guidelines
- Plan, direct and lead RCIA program
- Plan, direct and lead Baptism I & II program
- Evaluate and update programs and curriculum on a regular basis
- Plan and implement on-going Bible study program
- Oversee/coordinate Church Library and available materials
- Seek to know the Parish Staff and participate in all staff meetings and activities
- Participate in general Parish Programs when possible and appropriate
- Seek to foster a collaborative relationship with the total religious education and formation program at St. Michael Parish
- Propose Adult Faith Formation Budget in consultation with other faith formation staff and Parish Business Manager
- Be responsible to ensure that the Adult Formation Program stays within its budget in consultation with parish business office
- Participate with other parishes and other area adult ministries in collaborative activities
- Publicize programs and events to the parish as a whole and, when appropriate, to the broader community
- Develop and implement an intentional outreach effort directed toward unengaged and unchurched adults
- Participate in activities of Adult Ministry Organizations
- Be available for other relevant duties that may be assigned by the pastor

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks may be outlined in supplemental documents.