



## Job Description

**Position:** Parish – Director of Adult Faith Formation

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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**Primary Function:**

Continually assesses needs of parish adults in the areas of spiritual, intellectual, emotional and religious growth. Assist parish adults and volunteers in the development, implemental, and maintenance of programs to meet the ascertained needs. Helps adults identify their gifts and empower them to use the gifts to further the kingdom. Responsible for helping people enhance their personal relationship with God.

**MINIMUM QUALIFICATIONS:**

**Education, Training, Abilities and Experience:**

- Requires BA in Theology/Religious Education or a related educational field and or certificate in ministry or theology from a Catholic institution of higher learning
- A pastoral, prayerful person committed to personal and professional growth, with abilities to collaborate and delegate;
- Competent in communications, interpersonal and relationship “people” skills, while maintaining confidentiality;
- Computer competent (e.g. Microsoft Office) and Social Media competent;
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner;
- Understand life-long catechesis, the catechumenate process, lay ministry and evangelization;
- Organize, schedule and oversee a religious education program for Adults and Young Adults;
- Plan, develop and direct the parish RCIA program, and Adult Formation programs;

- Flexibility and availability to work evening and weekend hours;
- Ability to pass criminal background check;
- Commitment to the mission of the Roman Catholic Church

### **Primary Duties and Responsibilities:**

- Leads a team of parishioners that assesses the needs and wants of adult parishioners;
- Offers opportunities for educational and spiritual growth programs;
- Is a resource for adults who are searching, whether for spiritual direction, education, social action or something else that has potential to enhance their relationship with God;
- Helps adults realize they are the primary catechists for their children. Encourages and facilitates their growth and knowledge of their faith so they can pass it on to their children;
- Supervises volunteers, conducts and coordinates small group faith sharing and bible studies;
- Organize parish retreats;
- Occasionally presides over/coordinates Communion Service or other community prayer as needed;
- Serves as a resource for the parish council;
- Coordinates the writing of the General Intercessions for the Sunday liturgies;
- Is a resource for training others to facilitate small groups;
- Provides notification of adult faith formation opportunities within the parish as well as around the Diocese;
- Order text books, teaching materials and resources for the programs;
- Prepare an annual calendar of DRE activities;
- Prepare and preside at liturgical celebrations;
- Meet regularly with parish staff for planning and coordination of parish programs;
- Demonstrate capacity to carry out administrative and supervisory duties in timely fashion, utilizing good communication skills;
- Participate in on-going formation and educational opportunities to keep current on trends in catechetical ministry;
- Maintain and update Safe Environment files on volunteers and employees that work with parish DRE programs;
- Prepare and submit budget to Business Manager;
- Performs other duties as requested by the Pastor.

### **Other Duties and Responsibilities:**

- Plan, develop and direct the parish RCIA program;
- Plan and develop Adult Education Programs.

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

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Date