



ST. JOSEPH

Catholic Church

Title:	Director of Adult Faith Formation
Responsible to:	Faith Formation Commission
Reports to:	Pastor
Qualifications:	<p>Be a practicing Roman Catholic in good standing, actively participating in the worship life of the parish;</p> <p>Be knowledgeable of and support official Church teachings;</p> <p>Be committed to on-going personal spiritual growth and formation;</p> <p>Recognize the position as one of ministry;</p> <p>Be capable of providing opportunities which foster the spiritual growth of catechists, staff, students, parents and volunteers;</p> <p>Respect diversity of others within the parish;</p> <p>A bachelor's degree in theology, pastoral ministry or related field; master's degree in theology or related field preferred. Three years of practical experience working in parish ministry preferred.</p>
Job Goal:	The Director of Adult Faith Formation will provide leadership and supervision in developing, implementing and maintaining a parish program of adult catechesis and evangelization which enhances and fosters the spiritual formation of those involved in all of its aspects.

Duties and Responsibilities

- I. Administrator
 - A. Management
 1. Be accountable to the Faith Formation Commission and Pastor
 2. Work as a team member with faith formation directors, priests, parish administrators, Faith Formation Commission and staff
 3. Responsible for the implementation of ongoing adult faith formation
 4. Organize and maintain designated parish office of Adult Faith Formation
 5. Keep designated office hours

6. Oversee current record-keeping and maintenance of files regarding: RCIA, program goals and objectives, other confidential information and communicate proper information to the Faith Formation Commission and Archdiocesan administrators
 7. Direct parish RCIA program
 8. Implement guidelines, policies and visions of Pastoral Council, Archdiocesan Faith Formation Commission, St. Joseph Faith Formation Commission and the Office of Adult Catechesis and Evangelization
 9. Engage in the budget planning process for Faith Formation programs together with the Faith Formation Commission, faith formation directors and other members of the administrative team and Finance Council
 10. Complete and return all Archdiocesan reports and surveys
 11. Work with parish staff in the best utilization of parish resources and facilities
 12. Engage in registration of new parishioners
- B. Leadership
1. Share with others a love for the Catholic Church
 2. Responsible for recruiting RCIA catechists, sponsors and other volunteers
 3. Support, affirm and provide training for all catechists and volunteers
 4. Be knowledgeable of Archdiocesan policy regarding catechesis as well as current catechetical trends
 5. Assist in parish sacramental preparation programs, liturgical events, prayer services and other fellowship events as needed with staff
 6. Attend and actively participate in staff meetings and participate in Archdiocesan catechetical events
- C. Supervision
1. Supervise various catechists and volunteers in the Adult Faith Formation program
 2. Provide for the recruitment, in-service, readiness and recognition of catechists (including Bible Study, RCIA, faith-sharing, sponsor couples)
 3. Assist catechists in carrying out assigned responsibilities
 4. Oversee the instructional process
 5. Provide opportunities for catechist and program assessment and evaluation
- II. Program Planner
1. Study the parish catechetical needs to design programs and select curriculum materials and texts in accord with Archdiocesan guidelines to provide for catechesis, sacrament preparation and spiritual growth of adults and families
 2. Develop goals and objectives for catechetical and evangelization programs within the framework of parish and Archdiocesan policies
 3. Assist the Faith Formation Commission and faith formation directors in planning both long term and short term goals, visions and objectives for the program and parish
 4. Arrange and conduct meetings with various parish staff, coordinators and volunteers to facilitate program implementation
 5. Assist the catechists and volunteers with the availability and acquisition of resources
 6. Establish procedures for the smooth implementation of the program
 7. Cooperate with priests, faith formation directors, music director, appropriate staff and volunteers in planning liturgy and worship services connected with Sacramental Preparation

8. Responsible for the oversight, coordination and preparation of parish-based adult faith formation offerings including:
 - RCIA program
 - Scripture study
 - Weekly Worship Aide
 - Women's Ministry
 - Men's Ministry
 - Faith-sharing groups
 - Spiritual days of renewal including parish missions and retreats
 - Charism Discernment Program
 - Marriage Enrichment Ministry & Sponsor Couple Ministry
 - Young Adult Ministry, including Young Parents
 - Monday Adoration Coordination
 - Seasonal offerings to include: Lenten Soup Suppers, Summer sports teams, Summer movie nights, Financial Peace University, Wine & Wisdom
9. Work with recent graduates of the Archdiocesan Lay Formation Program (IMPACT) to assist them in serving the parish with their gifts
10. Work with Parish and St. Joseph School staff to help implement catechist and family formation events as needed.

III. Communicator

1. Keep the Faith Formation Commission apprised of the adult formation programs and activities
2. Exercise communication skills to maintain positive relationships with parish boards, catechists, staff and parents
3. Provide RCIA members and potential members with information regarding formation
4. Provide opportunities for both faith and community building experiences among catechists, volunteers and adults in the program and parish
5. Provide an ongoing effort toward public relations and communications
6. Request assistance and catechetical resources from the Archdiocesan Office of Adult Catechesis and Evangelization and the Resource Center as needed
7. Seek opportunities to network and share ideas with peers in ministry