**Position:** **Coordinator of Adult Faith Formation**

**Office**: Parish

**Reports to:**  Pastor

**FLSA Status**: Exempt

**Date prepared**: April 30, 2012

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employee)*

*(Supervisor)*

**PURPOSE**

The Adult Faith Formation Coordinator is responsible for coordinating, organizing and overseeing adult faith formation initiatives in the parish. This person is responsible for designing, developing and implementing programs and processes for adult learning; recruiting and coordinating an adult faith formation team; providing for training of the adult faith formation team as well as catechists of adults; evaluating programs, processes and materials; supervising catechists and other volunteers who work with adults; managing parish facilities used in adult programming; planning, scheduling and budgeting for adult faith formation initiatives; coordinating various ministries and apostolic movements in the parish where adults are actively involved. The AFF staff member would work collaboratively with the pastor, and other parish staff. The Adult Faith Formation Coordinator performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Under the Pastor’s direction, develop and coordinate programs and processes for adult faith formation for adults of all ages which may include young adults/young parents prior to and after the Baptism of infants, adults in the RCIA, parents of school-aged children, senior adults, etc.
2. Provide direction to the Adult Faith Formation team, serving as a resource person to them and a liaison between them and the parish staff, pastoral council and other committees.
3. Assess the faith formation needs of diverse adult groups in the parish and provide report to the Pastor. Utilize the data for design and development of programs.
4. Recruit and supervise catechists of adults and assist them to be prepared for their ministry, especially by overseeing their certification and resourcing them for ongoing growth.
5. Advocate for adult faith formation in the parish through communication strategies and other means.
6. Promote multiple delivery systems for adult faith formation and find ways to infuse faith formation into all aspects of parish life.
7. Build and maintain good relationships with church personnel in the parish, including employees, volunteers in ministry, etc.
8. Develop, schedule and/or facilitate courses and retreats.
9. Work with Pastor to develop effective marketing campaigns for workshops, retreats, classes and other offerings. Write press releases, event postings and other materials for information in media and intranet, updating periodically and according to need.
10. Track parish and participation in programs and work with Pastor to develop mechanism for receiving feedback on program effectiveness.
11. Take responsibility for self-development and continuing education in areas pertinent to the mission of the Parish such as Life-long faith formation, Whole Community Catechesis, Catechumenate Sacred Scripture and Theology.
12. Work with parish for setup and preparation of rooms for events, including compiling materials for distribution and making catering arrangements if needed.
13. Demonstrate characteristics and qualities desired of a Roman Catholic lay leader, including excellent character, integrity and support of the teachings and tenets of the Roman Catholic Church of the Archdiocese of Miami. Demonstrate fidelity and support of Church leadership.
14. Assist with parish responsibilities as assigned with confidentiality and discretion, demonstrating excellent internal and external customer service.
15. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**: None

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience.**

* Minimum: Bachelors degree or has completed the Archdiocesan School of Ministry; and significant experience as participant in School of Ministry, and/or catechist formation program; volunteer in parish ministry
* Preferred: Bachelors degree in Theology, Pastoral Studies or related field or has completed the Archdiocesan School of Ministry; and five (5) years’ experience as an employee in a parish.

**Language Skills.**

1. Good oral and written English-language communication skills, including clear speaking voice.
2. Native-level mastery of oral and written Spanish-language required.

**Other Knowledge, Skills, Attitudes.**

1. Knowledge of and the ability to convey effectively the official teaching of the Church in the areas of Scripture, doctrine, morality and spirituality with a demonstrated fidelity to these teachings.
2. Knowledge of church documents relating to adult faith formation (particularly the National Directory for Catechesis and Our Hearts Were Burning Within Us: The US Bishops Pastoral Plan for Adult Faith Formation.
3. Knowledge of current resources, processes and methodologies for adult faith formation.
4. Ability to initiate, plan, organize, implement and evaluate parish adult faith formation.
5. Proficiency in MS Outlook, Word, and PowerPoint; Excel a plus.
6. Good computer literacy, including ability to navigate online applications and search engines effectively.
7. Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
8. Good time management, including ability to manage several projects at the same time.
9. Must have a professional demeanor.
10. Demonstrated comfort in multi-cultural setting required.

**COMPETENCIES**

**Adaptability**: Exercising flexibility and maintaining effectiveness during situations of major change in external and internal environments. Handling the unexpected well in classroom settings..

**Building Partnerships**: Identifying opportunities and taking action to build strategic relationships between one’s area and others areas, teams, departments, units, or organizations to help achieve business goals.

**Coaching**: Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

**Collaboration**: Working effectively and cooperatively with others; establishing and maintaining good working relationships.

**Communication**: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

**Continuous Improvement**: Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact.

**Continuous Learning**: Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

**Customer Focus (Internal and External)**: Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.

**Decision-Making**: Selecting and taking the best course of action after comprehensively analyzing situations, problems, opportunities, strengths and weaknesses, and potential outcomes. Understanding potential consequences and choosing courses of action consistent with Church teachings.

**Presentation**: Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.

**Obtaining Commitment**: Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one’s own behavior to accommodate tasks, situations, and individuals involved.

**Initiative**: Proactively moving to accomplish objectives and goals exceeding expectations.

**Innovation**: Generating new ideas and approaches for processes, programs and other work activities.

**Managing Diversity**: Holding in esteem and effectively utilizing the talents, ideas and contributions of people diverse in culture, language, background, motivation, learning and styles. **Problem Sensitivity**: Inductive Reasoning to identify problems and spot trends for use in evaluation or resolution.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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.

* Must be able to stand for extended periods in classroom settings
* Must be able to push and occasionally lift objects weighing 25 pounds
* Must be able to work a flexible schedule as needed.

**DISCLAIMER**

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.