

CHURCH OF THE RISEN SAVIOR

Position Description

Date: March 01, 2024

Job Title: Adult Faith Formation Coordinator

Reports to: Pastor and Parish Administrator

Provides work direction to: Volunteers

Receives work direction from: Pastor and parish administrator.

Employment Definition: Full-time

FLSA: Exempt

Hours worked per week: 40

Eligible for benefits: Yes

JOB PURPOSE

The role of the Adult Faith Formation Coordinator is to provide spiritual enrichment/renewal opportunities, instruction for RCIA/RICA, catechesis-adult faith education, and support for groups that actively engage Catholic Social Teaching. Additionally, the Adult Faith Formation Coordinator collaborates with other faith formation staff to inform, educate, and call forth all parishioners to respond, in the spirit of the gospel, to build up the Kingdom of God in a growing, multicultural faith community.

GENERAL RESPONSIBILITIES

Employment in and by the Church is substantially different from secular employment. Church employees are held to a different, and often, higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position requires that the employee be a practicing Catholic in good standing to plan and implement catechetical programs which embrace the fullness of the Catholic faith and its traditions effectively and credibly.

MENTAL DEMANDS

- Ability to multitask and relate to multiple groups.
- Fulfill professional responsibilities.
- Good organizational skills.
- Good listening skills.
- Ability to design, plan and implement programs.
- Knowledge and understanding of Catholic doctrine and Tradition, Sacred Scripture, and Catholic Social teaching.

PHYSICAL DEMANDS

- The ability to work long and flexible hours, including weekends and evenings.
- Ability to carry and move heavy items (stands, tables, chairs, books, etc.).

REQUIREMENTS

- BA in Theology (MA preferred)
- Bilingual Spanish-English (preferred)
- Understanding of adult faith formation, Catholic doctrine, and Sacred Scripture.
- 3-5 years of ministry experience.

Preferable attributes

- Spanish language proficiency (reading and writing) strongly preferred. Functional knowledge of Microsoft Office Suite is essential.

REPRESENTATIVE RESPONSIBILITIES

- Provide programs that respond to the adult faith formation and spiritual needs of Risen Savior's diverse demographics AND the faith formation opportunities created by the Archdiocesan Synod process.
- Plan and implement an annual scripture study program.
- Plan and implement spiritual enrichment offerings during the seasons of Advent and Lent.
- Collaboratively develop and plan opportunities for annual women's retreats and men's retreats.
- Collaborate with the Latino Ministry Pastoral Associate in delivering adult faith formation opportunities Latino parishioners.
- Collaborate with the Director of Secondary & High School Formation, and the Latino Ministry Pastoral Associate for ministry targeting younger adult parishioners.
- Provide staff support to external social justice programs, such as JustFaith, Habitat for Humanity, Loaves and Fishes, Respect Life, and Bread for the World.
- Act as staff liaison for existing social justice committees such as Environmental Concerns, Human Trafficking, and Social Justice Commission.
- Develop and execute media, communications, and promotions for relevant events and activities.
- Collaborate with pastor, staff, and existing committees to plan and promote education opportunities regarding Vatican II and Catholic Social Teaching.

RCIA/RICA responsibilities:

- In conjunction with the Latino Ministry Pastoral Associate Design, schedule and implement English-language preparation programs for candidates and sponsors for RCIA/CIC.
- Collaborate with the Latino RICA/RCIA Coordinator to work towards integrating the English and Spanish programs.
- Recruit and train volunteers.
- Meet with potential RCIA candidates for initial interview.
- Provide leadership and direction to RCIA team.
- Collaborate with the planning of liturgies for the various stages of the Catechumenate.
- Communicate with inquirers, RCIA team, and parish staff.
- Provide assistance, when necessary, to staff and leadership of other areas of ministry when they interface with RCIA/RICA.
- Maintain required records of participation in catechetical programs and sacramental celebrations.

Pastoral Responsibilities

- Collaborate with the Pastoral Care Minister, Parish Administrator, and support staff in helping those in need of financial assistance (outreach ministry).

General

- Prepare annual budgets for Adult Faith Formation.
- Attend and participate in staff meetings, staff activities appropriate to role as Adult Faith Formation Coordinator, such as staff events, annual staff retreat day and staff celebrations.
- Assist as needed with intergenerational events, parish events, etc.
- Evaluate programs regularly in conjunction with Pastor and Parish Administrator.
- Share ministerial goals each year with the pastor and parish administrator.
- Possess knowledge of basic computer skills and the willingness to learn new programs as needed.
- Participate fully in the work of the staff for the good of the whole parish.

The responsibilities listed above are representative of the job and are not all-inclusive.

EMPLOYEE: I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description may change.

Signature

Date

SUPERVISOR: I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date