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# SAINT MICHAEL PARISH

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## Employment Opportunity

**Date:** July 13, 2021

**Reports To:** Pastor

**Position:** Coordinator of Adult Faith Formation

**Deadline:** August 13, 2021

**Status:** Full-time

**Practicing Catholic:** Required

**Position Overview:** This salaried, full-time position provides leadership in the design and implementation of educational experiences for adults and establishes a parish climate that nurtures the development of mature Christian faith within the adult community, in accordance with diocesan guidelines. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Parish.

### Job Responsibilities:

1. Articulates a comprehensive vision of adult learning for parishioners at all stages in the adult life cycle.
  - Integrates current trends, theories, and practices in parish Adult Faith Formation programs.
  - Advocates the use of the principles of adult learning in forms of communication to the adult community.
  - Is responsible for acquisition of books, media, and other resources for adults.
  - Identifies adult learning opportunities outside the parish.
  - Plans and develops resources (e.g. FORMED, WORD ON FIRE ENGAGE on FLOCKNOTE, etc.) for parishioner.
2. Develops and designs need-based religious education experiences for all adults of the parish.
  - Actively seeks input from parishioners with reference to learning needs.
  - Works with existing parish groups in developing programs.
  - Develops program goals, objectives and strategies that are consistent with the parish philosophy of Religious Education.
  - Creates a yearly calendar of Adult Faith Formation events.
  - Coordinates the recruitment of speakers.

■ 5750 N High Street

■ Worthington, OH 43085

3. Coordinates the implementation and administration of parish adult education programs including adult sacramental preparation.
- Coordinates prayer experiences for program participants.
  - Promotes and publicizes Adult Faith Formation activities through various channels.
  - Serves as a facilitator in programs as needed.
  - Develops and monitors an Adult Faith Formation budget.
  - Evaluates the Adult Faith Formation programs in light of stated goals and objectives.
4. Collaborates with parish staff and various parish groups in creating a climate that fosters Adult Christian faith.
- Communicates with religious education staff and Parish Pastoral Council regarding Adult Faith Formation programs.
  - Provides leadership to a team of parishioners responsible for planning and implementing Adult Faith Formation programs, such as Women's and Men's Faith and Fellowship organizations.
  - Provides leadership in the formation of parish adult catechists.
  - Schedules physical facilities appropriate for adult learners.

## 5. TYPICAL DUTIES AND RESPONSIBILITIES:

### **I. RCIA Responsibilities**

#### A. Candidate Recruitment and Communication:

- Invites new candidates throughout the year and maintains communications.
- Interviews candidates and arranges interview with other RCIA team members.

#### B. Program Administration:

- Orders books, Bibles, and resources.
- Keeps attendance.
- Provides registration process.
- Collects fees, etc.
- Provides publicity (e.g., bulletin).

#### C. Program Design and Implementation:

- Coordinates RCIA Team.
- Periodically evaluates program and total process.
- Teaches in program as necessary.

#### D. Liturgy Coordination - RCIA Rites:

- Arranges for dismissal rite during winter term.
- Works with liturgist and presiders on enrollment, election, Vigil, etc.

#### E. Godparents/Sponsors and Parish Involvement:

- Invites and assists godparents/sponsors.
- Coordinates godparent/sponsor program.
- Develops other ways to strengthen parish involvement in RCIA through education, support families, dismissal, hospitality. etc.

### **II. Sacramental Preparation**

#### A. Baptismal and Confirmation Preparation:

- Incorporates preparation in RCIA program.
- Conducts individual sessions as needed.

### **III. Adult Faith Formation**

#### A. Catechist Formation

- Conducts presentations to catechists at requested for PSR, etc.

#### B. Adult Faith Formation Program

- Determines budget needs and obtains approval.
- Holds “Adult Enrichment Committee” meetings with special invitations to key parishioners.
- Evaluates participants in Adult Faith Formation programs and uses specially designed tool to determine the “learning style” of the audience, so as to make methodology adaptations.
- Discusses with Pastor the feasibility of a second track of Adult Enrichment (in-depth offshoot sessions).
- Discusses with the pastor the feasibility of a Third Track offshoot providing service opportunities applicable to the topics discussed and presented.
- Coordinates and schedules volunteers to serve coffee and refreshments for the program.

#### IV. Parish Mission

- Schedules annual Lenten Parish Mission retreat in consultation with the pastor.
- Oversees the implementation and execution of the Parish Mission
- Provide information for bulletin, website, The Catholic Times, etc. regarding the Parish Mission.

#### Education/Experience

- MA/BA in Catholic Theology/Religious Education or a related theological field is required.
- Minimum 3 years parish religious education experience or similar experience is required; familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

#### Job Related Skills for the Position:

- Catholic Theology
- Adult Faith Development
- Adult Education Theory and Practices
- Program Planning and Coordination
- Communication and Relationship
- Administration and Management
- Familiarity with Church structures and systems.

Compensation is commensurate with candidate’s education and experience. Full-time benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Send cover letter, resume, and references by Friday, August 13, 2021 to:  
Fr. Anthony A. Dinovo, Jr., Pastor at [adinovo@saintmichael-cd.org](mailto:adinovo@saintmichael-cd.org).