



## Employment Opportunity

Date: Revised August 15, 2022  
Reports To: Pastor  
Position: Coordinator of Parish Adult Faith Formation

Deadline: Until Filled  
Status: Full-time  
Practicing Catholic: Required

**Position Overview:** The Coordinator of Adult Faith Formation 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 Coordinator of Adult Faith Formation will work in collaboration with the Pastoral Catechetical Team to work towards mission advancement within Saint Michael's parish and school aligned with the mission of the parish especially the "Our Faith, Our Mission" parish initiative and the Diocesan "Real Presence, Real Future" initiative. Membership and active participation in the "Word on Fire Institute" is a plus. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Parish.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish policy and procedures manuals.

### Essential 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.
3. Coordinates the implementation and administration of parish adult education programs including adult sacramental preparation (RCIA program).
  - 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.

**Education/Experience:** BA in Catholic Theology/Religious Education or a related theological field is required.

Minimum 3 years' parish religious education experience or similar experience is preferred; familiarity with principles and dimensions of adult faith formation, catechist formation, and young adult ministry formation is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

**Job Related Skills:** The Coordinator of Adult Faith Formation must have capabilities in:

- 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.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment

**Language skills:** Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

Compensation is commensurate with the 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 to:

Fr. Anthony A. Dinovo, Jr. Pastor at [adinovo@saintmichael-cd.org](mailto:adinovo@saintmichael-cd.org)