|  |  |
| --- | --- |
| **Accountability:**  | Reports to Pastor |
| **Supervisory Responsibility:**  | Supervisor of volunteers |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.  |
| **Hours:**  | Full-time [or Part-time] |
| **General Summary:** | Assists the Pastor in the fulfillment of his ministry to spread the Gospel by developing, implementing, and maintaining adult faith formation initiatives. Brings people into full communion with the Catholic church by directing the RCIA, Adult Faith Formation, and Adult Sacramental Preparation programs.  |

**Principal Duties and Responsibilities**

* Assesses the faith formation needs of adult parishioners and develops effective ways to educate and evangelize the adult faith community.
* Directs, facilitates, and evaluates adult faith programs such as RCIA, Scripture study groups, parish retreats, and sacramental preparation classes.
* Recruits new candidates and catechumens throughout the year and maintains communication with them before, during, and after RCIA process.
* Administers the RCIA process according to the *Rite of Christian Initiation of Adults* approved for use in the United States, the *National Statutes on the Catechumenate* and other relevant Church documents.
* Consult with Director of Religious Education on the formation of catechists.
* Coordinates and supervises volunteers for all adult formation programs.
* Coordinates the planning of and participates in special liturgies.
* Coordinates and trains liturgical ministers.
* Coordinates Marriage and Baptism preparation classes.
* Works in partnership with the pastor to coordinate parish outreach, bereavement, and visitation of the sick and homebound.
* Coordinates special guest speakers as needed.
* Develops and maintains a parish faith formation resource library.
* Prepares and maintains the budget for all adult faith formation programs.
* Attends parish committee meetings to gather feedback and present updates on adult faith formation.

**Knowledge, Skills, and Abilities**

|  |  |
| --- | --- |
| Education: | Requires a bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent. |
| Experience: | Minimum two years of ministry experience required. Experience with managing a budget, recruitment, and supervision required.  |
| Require: | Must be a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Must pass a background check and attend local training for the protection of children and youth.  |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, bending and giving oral presentations. Employee is expected to work onsite and on weekends.  |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.