

**SAMPLE JOB DESCRIPTION**  
**Adult Faith Formation Director/Coordinator**

Role Specifics (in compliance with Department of Labor FLSA policies):

- Position: Adult Faith Formation Director/Coordinator
- Status: Full time or part time, 12 months per year,
- Supervisor: Pastor or Director of Lifelong Faith Formation (Religious Education)
- Faith: The AFF director/coordinator is a practicing Catholic in good standing with the Church.

Primary Job Function:

- The Adult Faith Formation Director/Coordinator proclaims the Gospel primarily through implementing the parish's pastoral plan on lifelong formation in faith. The AFF director/coordinator assists the pastor and his advisory committee in advocating a vision of adult faith formation within the parish.
- The difference between a director role and coordinator role is that the director supervises paid staff, or the employee has earned an advanced degree in theology or ministry, or by equivalency of years of experience within the ministry role. Otherwise the roles are identical.
- In compliance with Faith Formation Policy 330, the AFF director/coordinator shall hold initial (basic) catechetical certification (from the diocesan Department of Evangelization and Catechesis) and receive consistent and ongoing religious faith formation to maintain this certification. Basic certification includes participation in the diocesan sponsored certification program and the diocesan mentoring process.

Position Responsibilities:

- Takes leadership in helping the parish to shape its goals and strategies for adult faith formation according to the vision of *Our Hearts Were Burning within Us*.
- Participates and seeks consultation and input at regular meetings of the Parish Pastoral Council and/or Lifelong Faith Formation Council.
- Informs the parish staff and leadership about documents and developments in the area of adult catechesis.
- Represents the parish in diocesan and regional efforts and events to promote and educate about adult faith formation.
- Maintains a relationship with the Diocesan Department of Evangelization and Catechesis (and the St. Joseph Educational Center in the Des Moines region) for consultation, support and resourcing.
- Tends to his/her own ongoing formation through participation in opportunities for professional development.
- Recruits and forms an effective Adult Faith Formation Team to help implement the vision and parish goals for adult formation.
- Participates in the parish process for creation of the annual adult formation budget.
- Collaborating with the AFF team and identifies the contexts in the parish which have potential for adult formation.

- Assists parish staff, groups and organizations to identify opportunities, acquire resources and plan formats and programs for adult formation within their established settings and ministries.
- Plans and promotes an annual calendar of adult programming and formational opportunities.
- Oversees the marketing and advertising of programs and events.
- Conducts program evaluations and parish-wide assessments to determine effectiveness of opportunities and refine efforts.
- Coordinates recruitment, hospitality and honorariums for out-of-parish speakers and presenters.

#### Essential Relationships:

- Pastor–immediate supervisor
- Parish Staff–close cooperation and communication and seek staff involvement and input when appropriate
- Pastoral Council and/or Lifelong Faith Formation Council–attend regular meetings and provide an AFF ministry report
- Parish Committees–communicate and collaborate with appropriate committees, i.e., liturgy, social justice, religious education, etc.
- Parishioners–regular communication and seek input as appropriate
- Diocesan Offices–regular communications, adherence to diocesan policies, participation in diocesan professional organizations, diocesan association of professional AFF ministry leaders

#### Position Specific Requirements:

- Skills, Knowledge, and Abilities
  - Pastoral Planning
  - Basic Theology
  - Adult Catechetical Theory and Practice
  - Program Development
  - Evangelization Education and Training
  - Certification as a Catechetical Leader.

#### Physical Demands:

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.