



Prince of Peace
Catholic Community

JOB DESCRIPTION	
Name:	Position/Title: Coordinator of Adult Ministry
Department: Adult Ministry	Reports To: Associate Director of Evangelization
Weekly Work Schedule: Monday-Friday, including nights and weekends, as needed.	Work Schedule Comments: Available for community events on evenings and weekends. Flexible workday hours
Hours/Week: 40+	FSLA Status: Exempt

General Summary of the Position

Prince of Peace is looking for a missionary disciple who is passionate about Christian evangelization and discipleship. This individual must be capable of juggling multiple events simultaneously, which means they must be organized, detail-oriented, and a strong multitasker. This person must be able to create a network of people at Prince of Peace and train them how to become missionaries themselves. This requires a solid foundation in the teachings of the church and in ministry. We need a person who will be fully engaged in the life of the parish; a person that will attend parish-wide events even outside of work hours. We are looking for a self-starter and team player capable of interacting with many different groups. This person should have strong interpersonal skills and be a good communicator.

Detail Essential Duties and Responsibilities of the Position

- **RCIA & Adult Sacrament Preparation**
 - Recruits, trains, and coordinates team for RCIA and Adult Sacrament Preparation.
 - Primary catechist and team leader for RCIA and Adult Sacrament Preparation.
 - Point of contact for current and potential candidates and catechumens.
 - Collaborates with parish staff concerning related issues, such as annulments, convalidations, and the planning of rites.

- **Alpha**
 - Primary coordinator for Alpha.
 - Responsible for promotion to guests and recruitment and training of team members.

- **Adult Ministry Development**
 - Supports and serves as staff liaison for parish run adult ministries.
 - Helps to equip and develop adult ministry leaders.
 - Helps envision new ministries for evangelization and discipleship.

- **Administration**
 - Ensures all related paperwork, certificates, and sacramental records are completed.
 - Submits annual budget and maintains budget throughout year.
 - Select, order, maintain proper material (Books, CD's, DVD's, etc), and processes payments for kiosk and parish library

- **Evangelization Department**
 - Collaborates with the evangelization department to develop and provide comprehensive evangelization initiatives.
 - Supports major programs run by other evangelization team members.
 - Other duties as assigned by Associate Director of Evangelization.

Position Requirements

- **Christian Commitment:**
 - Must be a committed and practicing Catholic
 - Must accept all the teachings of the Catholic Church
 - Must be involved in the life of the parish at Prince of Peace
 - Must be committed to ongoing personal growth as a disciple and ongoing professional development

- **Knowledge, Skills and Abilities:**
 - Must have strong discernment skills
 - Must be a good recruiter and trainer of people
 - Ideal Team Player: Humble, Hungry and Smart
 - Proficiency with Microsoft Office required
 - Social media savvy preferred

- **Education and Experience:**
 - Bachelor's Degree in theology or related field is preferred
 - Prior related experience is preferred

- **Special Requirements:**
 - Must attend mandatory parish staff meetings and diocesan functions.
 - Must uphold and adhere to the guidelines and policies of the Diocese of Dallas.