

St. Aloysius Catholic Church

JOB DESCRIPTION

I. JOB TITLE: Director of Adult Formation

DEPARTMENT:

REPORTS TO: Pastor

SUPERVISES:

SALARY GRADE:

EXEMPT OR **NON-EXEMPT**

DATE APPROVED: _____ **DATE REVISED:** _____

II. GENERAL SUMMARY:

Selected candidate will have profound experience of Catholic character that melds the spirit of Vatican II vision with the particular charisms of St. Aloysius. Most notably possesses a commitment to spiritual growth, a holistic vision of ministry, an understanding of value of the sacramental life of the church, and a deep appreciation of the Eucharistic community and the over 100+ ministries there within, whereby enabling the life of the parish.

The DAF is responsible for the work of programming and coordinating all adult formation, RCIA and spirituality programs in St. Aloysius Parish which promote fellowship among and provide religious formation to adults.

St. Aloysius Catholic Church embraces and nurtures all, inspiring each to act justly, love tenderly and walk humbly in the love of God.

III. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:

Master's degree in Theology preferred, Bachelor's Degree in Theology or related field required. 3-5 years' experience in Pastoral Ministry including RCIA, Religious Education or related field and experience in Catholic parish ministry required. Candidate may be currently enrolled in diocesan approved post graduate religious education program. Demonstrates knowledge of principles and dimensions of Catholic evangelization, life-long faith catechesis, adult, young adult, and youth faith formation and catechist formation. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community and possesses a working knowledge of Catholic teachings and doctrine.

B. Other Qualifications:

Demonstrate a holistic approach to ministry. Ability to represent the parish and school locally and regionally in areas of Evangelization & Catechesis. Ability to recruit and train volunteers. Requires strong administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation, and collaborative ministry. Strong written and oral skills; is knowledgeable or willing to learn of current software being used by the parish i.e. Microsoft Word, Excel, Publisher as well as other technology as it applies to the parish ministry and its available services; understands the use of websites and has the ability to innovatively promote the use of technology to further the goals of the parish. Must have the flexibility to work evenings and weekends. Must have a valid, current driver's license and own reliable transportation.

C. Physical Demands:

Ability to function calmly in a variety of high pressure situations. Frequent walking, stooping, lifting, bending, kneeling, and lifting up to 25 pounds are required (workshops and meetings require transporting of equipment and materials). Requires the ability to set up small and large events.

D. Working Environment:

Personal office and varied environments both indoors and outdoors (event related e.g. outdoor rallies/marches.) Some travel is required for various programs and conferences.

IV. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

1. Essential Job Duty: Formation & Spirituality

Weight: 20%

Standards:

- Call forth and develop leaders and teams for various programs and processes of adult formation and spirituality in the parish: Adult Formation Committee, RCIA, Missions and Retreats, Small Christian Communities (including Come, Lord Jesus, Creighton, Bible Study groups), Prayer Line, Rosary Group, Vocations and other ministries under Spiritual Growth Commission.
- Encourage group leaders to seek training and formation in order to become familiar with the related rites.
- Serve as staff resource person for the programs and processes of adult formation and spirituality.
- Prepare and oversee the budgets for these programs and processes
- Be available to parishioners.
- Coordinate the work of maintaining the pamphlet racks in the church.

2. Essential Job Duty: Adult Catechumenate

Weight: 20%

Standards:

- Call forth and develop team members for the RCIA.
- Encourage the RCIA team members to seek training and formation in order to become familiar with the related rites.
- Schedule sessions for RCIA
- Prepare the rites in collaboration with the Director of Liturgy and under the guidance of the Pastor
- Welcome persons inquiring about full communion with the Catholic Church and obtain necessary contact and biographical information.
- Identify any obstacles to full communion, such as the need for marriage annulments and/or Convalidations
- Lead/facilitate weekly Inquiry Sessions to introduce Inquirers to Catholic teaching and practices, focusing on the sharing of spiritual biographies and providing a general overview of the four pillars of Catholic teaching as outlined in the Catechism of the Catholic Church
- Recruit and train Catechists to lead Sunday morning sessions
- Coordinate Sunday morning sessions
- Collaborate with Director of Worship to schedule, plan, and celebrate Rites of Full Communion/Rites of Initiation

3. Essential Job Duty: Spiritual Growth Commission

Weight: 20%

Standards:

- Serve as Staff resource person for the Spiritual Growth Commission.
 - Collaborate with leadership teams to coordinate all programs of Adult Formation
 - Call forth, form, enable, and empower people for ministry and leadership in responsible areas.
 - Enable and encourage lay leadership to create new opportunities for parishioners to develop personal faith and spirituality as needs and opportunities arise.
 - Encourage leadership teams to establish annual and long term goals for each program
 - Actively seek resources on effective programs, retreats, etc., from other local parishes, diocesan resources, and national sources.
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4. Essential Job Duty: Program Planning (Stewardship through Prayer, Small Christian Communities/Study Groups, ACTS Retreats)

Weight: 20%

Standards:

- Work with Stewardship Committee to plan Annual Stewardship Emphasis and Weekend
 - develop materials for distribution during Emphasis Weekend
 - contract with local print shop to produce necessary materials for distribution
- Administrative and logistical support to ACTS Core Team (four annual retreats)
- Recruit and train facilitators to guide study groups
 - Provide support and assistance to new groups being formed
 - Lead/facilitate studies as needed
- Review materials, establish schedule, and promote parish-wide events
- Order and distribute materials for events in a timely manner
- Receive payments and prepare deposits in a timely manner
- Receive registrations and organize day/time/place event related meetings

5. Essential Job Duty: Vocations Committee

Weight: 10%

Standards:

- Provide logistical and administrative support to Fraternus and other Vocations Initiatives
- Assist in preparing reimbursement/payment requests for purchases/expenses

6. Essential Job Duty: Adult Formation Resources

Weight: 5%

Standards:

- Speakers/Retreats
 - Research and contract speakers/retreat leaders on topics relating to spiritual growth
 - Schedule facilities and coordinate speaking events, including annual Lenten Mission
- Order and coordinate distribution of Advent and Lenten materials to parish
- Order devotional materials and collaborate with clergy to coordinate quarterly distribution to nursing homes

7. Essential Job Duty: Liaison Responsibilities

Weight: 5%

Standards:

- Spiritual Growth Commission
 - Adult Formation Advisory Committee
 - Eucharistic Revival Committee
 - Worship: Collaborate with the Director of Liturgy and Music on specific projects with regard to the liturgical life in the parish, including Rites for RCIA, and as requested by the pastor.
 - Staff Member:
 - Attend regular staff meetings and participate in staff planning
 - Communicate to staff about the various ministries of Adult Formation
 - Maintain a healthy balance between professional, spiritual, and personal life with a commitment to attend a personal retreat once a year.
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V. APPROVALS:

Signature

Title (Supervisor-if any)

Date

Signature

Pastor

Date

VI. This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. This job description is subject to change at management's discretion.

EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of this job description and I acknowledge that I understand and will perform the duties of the job according to the standards set forth above.

Employee Signature

Employee Name Printed

Date