

Catholic Diocese of Saginaw
Saint Brigid Parish Coordinator of Adult Formation

NAME:

TITLE: Coordinator of Discipleship DEPARTMENT/OFFICE: Faith Formation

SUPERVISOR: Pastor/Pastoral Administrator

STATUS: Part Time, Hourly, non-exempt

DATE: July 2019

GENERAL DESCRIPTION

The Coordinator of Adult Formation (Discipleship) works closely with the Coordinator of Faith Formation and the coordinator of Youth Ministry and other MACC parishes' formation staff to ensure that members of all ages have access to formation opportunities in the faith. In addition, this member of staff will be the primary contact for adults seeking admission to the Church through the Sacraments of Initiation. Programing supported includes Fully Alive Tuesdays, bible studies, video studies and creating a small group culture. This part time position will require commitment to many Tuesday evenings, time on Sunday as well as flexibility to join occasional team meetings, respond to voicemail, and email in a timely fashion.

Essential Functions

- Works with direction from the Pastor or Pastoral Administrator together with the Coordinator of Youth Ministry and the Coordinator of Faith Formation, as appropriate to engage adults and form disciples for mission
- Promotes relevant Diocesan formation opportunities
- Provides primary leadership for the design and implementation of parish faith formation for adults

Specific Duties and Responsibilities

- Participates in the parish advisory board for education and formation
- Provides parish staff resources and keeps us mission focused on educating disciples
- Promotes good public relations both within and beyond the parish and participates in regional and diocesan events
- Essential part of the Fully Alive Tuesday team and support to the overall program

COLLABORATIVE RELATIONSHIPS

- Pastor/Pastoral Administrator - immediate supervisor
- Coordinator of Youth Ministry and Coordinator of Faith Formation team members
- Other Parish Staff - close cooperation and communication, seeking staff involvement and input when appropriate
- Area Faith Formation Staff - collaborate and coordinate on multi parish programs
- Parish Pastoral Council - attend regular meetings or sending a report
- Programs and Services Formation subcommittee - Participate and assist the Coordinator of Faith Formation as needed.
- Parishioners - regular communication and seek input as appropriate
- Diocesan Offices - regular communications, adherence to diocesan policies, especially regarding Child and Youth Protection

WORKING CONDITIONS

Ability to keep up with the dynamic pace of working with parishioners according to their Faith Formation needs (may involve occasional light lifting and moving). Weekend work will frequently be expected and required.

QUALIFICATIONS & SKILLS

- Fully initiated Catholic in good standing
- Positive, friendly and welcoming
- Ability to deal pleasantly and effectively with people, both over the phone and in person
- Flexible, punctual, reliable, resourceful, and efficient
- Good written and verbal communication skills
- Organizational and planning skills
- Computer and general office skills (Word processing, spreadsheets, desktop publishing and basic photo editing)
- Self-starter and team orientated
- Complete all training and background checks as required by the Diocese of Saginaw standards for contact with youth
- Three years' experience with a parish faith formation program
- Valid Driver's License

EDUCATION:

- Previous Experience in parish faith formation or some applicable degree (example BA in theology) or certificate in catechesis.
- Record of attendance at diocesan workshops and programs for ongoing education

KNOWLEDGE OF:

- Official teachings of the Catholic Faith (cf. CCC)
- Principles of catechesis for all age levels Multi cultural dimensions of catechesis
- Catechetical resources and their application for all age levels Diocesan and national expectations and trends in catechesis