

**Good Shepherd Parish of Ubyly**  
**Position Description: Coordinator of Discipleship Formation**

*The principal duty of all employees is to assist in the mission of the Catholic Church in the Diocese of Saginaw under the direction of the Bishop.*

**NAME:**

**DATE:**

**TITLE: Coordinator of Discipleship Formation**

**DEPARTMENT/OFFICE: Faith Formation**

**SUPERVISOR: Pastor/Pastoral Administrator**

**STATUS: Part-time 1, Hourly, Non-Exempt**

**I. GENERAL DESCRIPTION**

The Coordinator of Discipleship Formation at Good Shepherd Parish performs work of major responsibility requiring a high level of initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

**II. ESSENTIAL FUNCTIONS**

- Works with direction from the Pastor to walk with and form children and their families in discipleship, i.e. to become “missionary disciples” of Christ
- Through “relational ministry”, helps all ages nurture a love of their Catholic faith and identity
- Provides primary leadership, collaborating with pastor, for the planning and implementation of parish Discipleship/Faith Formation opportunities for all ages, especially kindergarten-high school.
- Works with other staff and/or volunteers to form parents as the primary evangelists and catechists of their children

**III. SPECIFIC DUTIES & RESPONSIBILITIES**

- Plans and directs Discipleship/Faith Formation programs for all ages in cooperation with pastor and staff
- Helps plan sacramental preparation as needed (Reconciliation, Confirmation and First Holy Communion)
- Plans and directs Middle/High School Youth Ministry and possibly Young Adult Ministry, including outreach opportunities, e.g. to the homebound, unchurched, etc.
- Attends community events, sports, etc., seeking to exercise relational ministry and to invite young people to and their parents to parish events
- Invites, motivates, and forms catechists according to diocesan policies
- Helps draft Discipleship/Faith Formation budget for appropriate decision-making bodies
- Cooperates with staff to maintain accurate records on students, families, catechists, and to update sacramental records
- Cooperates with staff and catechists as a catechetical resource for the Christian Initiation of all persons of catechetical age
- Continues professional development through research, workshops, reading, etc. especially those offered or encouraged by the diocese

#### IV. COLLABORATIVE RELATIONSHIPS

- Pastor– immediate supervisor
- Parish Staff – close cooperation and communication, seeking staff involvement and input when appropriate
- Parish Pastoral Council – attend regular meetings and provides a Discipleship/Faith Formation report
- Parish Finance Council – budgeting
- Parents and Other Parishioners – regular communication, visits
- Diocesan Offices – regular communications, adherence to diocesan policies, especially regarding Faith Formation and Child and Youth Protection

#### V. WORKING CONDITIONS

- Public speaking, meeting with diverse groups
- Hours of work involving evenings and weekends
- Regular, reliable attendance is required

#### Physical Requirements

- Work is performed primarily in an office setting, at least two days a week. Employee is required to do extensive computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.

#### VI. QUALIFICATIONS & SKILLS

- The ideal candidate is a flexible, energetic person of faith with a life-giving relationship with Jesus Christ. He/She is willing to do relational ministry with parish family members and to form them in missionary discipleship. Must be a fully initiated Catholic in good standing. In the application process, the person should demonstrate an understanding and support of official Catholic teaching, especially as presented in Vatican II documents and the *Catechism of the Catholic Church*.
- **Education:** Preferably, a degree in Catechetics, Theology, Religious Education, Scripture, Liturgical Studies or a related field
- Basic Catechist Certification
- Experience: Preferably, the candidate should have at least two years experience with a parish Faith Formation program
- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire
- Successful completion of criminal background check, pre-employment physical and drug screening

#### Knowledge of:

- Official teachings of the Catholic Church
- The Church's vision for discipleship and evangelization (for example, familiarity with the USCCB document, *Disciples Called to Witness*)
- Preferably familiar with the book "Made for Mission" by Tim Glemkowski
- Principles of catechesis and catechetical resources for all age levels

- Diocesan and national expectations and trends in catechesis

Ability to:

- Articulate a vision for comprehensive parish Discipleship/Faith Formation based on major catechetical documents of the Church
- Inform, support, and resource parents as the primary evangelists and catechists of their children
- Review, evaluate, and develop long and short range Faith Formation goals and objectives
- Utilize appropriate written and audio-visual resources, social media, and technology for effective program implementation
- Include awareness of ethnic and cultural sensitivity in all catechetical efforts
- Promote and implement diocesan policies and guidelines regarding Faith Formation and respond to requests for reports, surveys and program evaluations

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor/Pastoral Administrator

\_\_\_\_\_  
Date