



## JOB DESCRIPTION

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Pastor

**POSITION TITLE:** Director of Adult Faith Formation

**POSITION DETAIL:** Full-Time, Exempt

### **POSITION SUMMARY:**

Responsible for the overall development, implementing, and maintaining faith formation initiatives to serve the adults in the community and parish.

### **EXPECTATIONS OF EMPLOYEE:**

- Adheres to all St. Francis of Assisi's policies, procedures, and core values
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Communicates openly and regularly with supervisor, team members, and volunteers
- Consistently reports to work on time prepared to perform duties of position
- Manages time well and meets organization productivity standards

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Program & Faith Community:**

The Director initiates and manages the Parish's efforts toward the faith formation of the adult community

- Facilitates the Becoming Catholic (RCIA) & Alpha programs
- Collaborates with the Adult Faith team and identifies opportunities within the parish for Adult Faith
- Participates and seeks consultation and input at regular meetings of the Faith Formation Council
- Represents the parish at events that promote and educate Adult Faith
- Plans and promotes an annual calendar of adult programming opportunities
- Assists parish staff, groups and organizations to identify opportunities, acquire resources and plan programs for adult faith within their established settings and ministries
- Participates in the parish process for creation of the budget for Adult Faith

#### **Qualifications:**

- Practicing Catholic in good standing and fully committed to Catholic moral teachings and tradition
- Bachelor's degree is preferred, studies in Religious Education or equivalent.
- Two years leadership experience in RCIA and appreciation of post-Vatican II theology
- Proficient in use of MS Office programs, comfortable with social media and knowledge of online programs.
- Upon hire, complete Virtus training and be accountable for the continuation of training

#### **WORKING CONDITIONS:**

- Expected to work evenings and weekends in support of Adult Faith programs
- Normal office environment with little exposure to excessive noise, dust, and temperature
- Ability to lift 25-50 pounds in a typical business or office environment
- Ability to be mobile for extended periods of time

**LANGUAGE SKILLS:**

- Excellent written, and verbal communications skills required
- Ability to read, analyze, and interpret information
- Highly proficient in spoken and written English

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_