



Diocese of Gary

Diocesan Job Description

POSITION NAME: Adult Faith Formation Director	PARISH: St. Paul Church
REPORTS TO: Pastor	EFFECTIVE DATE: March 15, 2022
CLASSIFICATION: Exempt	APPROVED: Rev. Douglas J. Mayer

EMPLOYEE OFFERED/WORKING POSITION:

Position Summary of Duties:

The Adult Faith Formation Director implements, facilitates and conducts adult faith formation and education activities and programs in the parish while serving as contact and resource person for other small groups. The director has designated responsibilities for adult faith formation/education, development, sacramental preparation, administration and pastoral care. The Adult Faith Formation Director is a catechetical leader who shares his/her faith with the parish and is responsible for the oversight, creation, organization, and administration in areas of a parish faith formation.

ESSENTIAL FUNCTIONS & /or MAJOR RESPONSIBILITIES: Specific Task/Duties:

Follows Diocese of Gary policies and the Saint Paul Standard of Excellence policies including but not limited to: Criminal Background checks, Sexual Misconduct Towards Minors Education, Creating Safe Environments for Youth, Code of Conduct Guidelines and Virtus Training.

ADULT FAITH FORMATION/EDUCATION

1. The Adult Faith Formation Director collaborates with the pastor, staff, education commission and key catechetical personnel in the development of the Faith Formation Program mission.
2. The director will meet monthly with the Adult Faith Formation Planning Committee formed by the Parish Pastoral Council on August 30, 2000. The vision determined by that Adult Faith Formation Committee is informed by: *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the US*, USCCB, 2000; *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*, USCCB, 2005; *The United States Catholic Catechism for Adults*, USCCB, 2006; Parish Pastoral Council; and Christian Formation and Education Commission.
3. The Adult Faith Formation Director shall be animated by *Our Hearts Were Burning Within Us*, USCCB, 2000; and The Catholic Church's vision of "a laity who are living witnesses to Christ: well-formed in faith, enthusiastic, capable of leadership in the Church and in society, filled with compassion, and working for justice". The Adult Faith Formation Director shall direct programs and events that nurture the lay faithful in a deeper understanding and appreciation of the following: *The power of God's word, regular prayer, a vibrant sacramental life, lay spirituality, the support of the Christian community, and the guidance of the Church's social teaching so as to enrich and sustain this new era of the laity.*

4. Schedule significant seasonal events for the weeks of Advent and Lent. Ensures that the Faith Formation programs are rooted in the Gospel and the Catechism of the Catholic Church.
5. Support and promote parish participation in: Synod, Small Faith Group Discussions, Hispanic Ministry, Respect Life, FORMED, Soul Core, Divorce & Beyond, Book Discussion, Spiritual Direction.
6. Pursue opportunities to grow spiritually and professionally through prayer, reflection and continuing education. Know and support the teachings of the Catholic Church and show concern for ongoing personal growth. Affirm others through leadership and empower others to use their talents.
7. Serve as a theological resource for the parish and the faith formation program. Maintain a resource center with updated materials, books, video recordings, and appropriate equipment.
8. Handle other duties and responsibilities as assigned.

RCIA

1. Assist the Director of the Rite of Christian Initiation and or other staff assigned with the responsibility of the RCIA, throughout the year with publicity, communication, and weekly catechetical sessions.

PARENT SACRAMENT PREP CLASSES

1. Plan and present appropriate faith formation/education sessions with Director of Religious Education to parents of children preparing for First Reconciliation (three sessions each offered on three occasions) and First Eucharist (two sessions offered each on three occasions) and a mini-retreat for parents and children.

COMMON FORMATION

1. Plan and present, in consultation with the Pastor, ongoing faith formation/education at three Common Formation meetings per year to members of the Parish Pastoral Council and Five Commissions.

COMMUNICATION

1. Inform the pastor and pastoral staff and parish organizations about the workings of the adult faith formation/education programs.
2. Attend the Christian Formation & Education Commission meetings three times/year and serve as a resource to the commission.
3. Attend and contribute to staff meetings.
4. Inform and respond to communication to and from the Diocese of Gary pastoral offices.
5. Support and facilitate diocesan programs and events at St. Paul Parish.
6. Develop and use skills in communicating electronically with parishioners and groups within the parish.

II. Mission

1. Support, uphold, and maintain the Mission of the Diocese of Gary and Parish and serve as a role model of the church and faith formation program in a positive manner and in all business interactions within the church and to the outside community. Demonstrate loyalty and pride in the church, the Faith Formation Department, its Catechetical Staff and Programs.
2. Respect and safeguard the confidentiality of information regarding Faith Formation students and families, parishioners, co-workers and the church, and hold others accountable to the same standard.
3. As a leader within the church, project a professional and caring demeanor in interactions with all.
4. Take responsibility for maintaining a clean, neat, and orderly environment. Use equipment, supplies, and other materials with a focused effort to stewardship and reducing waste. Provide for the appropriate use and maintenance of resources, AV equipment, televisions, copiers, and computers.
5. Demonstrate an attitude of teamwork when interacting with others within or outside the church. As such, consistently display respect for self and for others in manner of body language, dress, spoken word and behavior.
6. Take ownership of job responsibilities by initiating prompt and appropriate action and follow-up in all areas. Insure appropriate and timely resolutions to situations.
7. Exhibit resourcefulness and initiative in anticipating and meeting the needs of others in a pro-active manner. Encourage and empower subordinates to perform in the same manner.
8. Welcome suggestions and new ideas as an opportunity to learn, grow and improve the Faith Formation Programs.
9. Establish and communicate the Faith Formation Program calendar with class session, sacrament meetings, celebration of sacrament dates and times for the year with the pastor's approval.
10. Promote and support any changes through accurate and timely communication, flexibility and acceptance. Implement Crisis Management Guidelines and policies regarding campus safety.

