



Faith Formation Commission
Adult Faith Formation Coordinator
Position Description

Reports To:

Pastor

Ministry Purpose / Objective:

To support the goal of the Faith Formation Commission by coordinating the ministries associated with Adult Faith Formation. Provide opportunities for the adults of the parish to deepen their knowledge of Scripture, Theology, and Spirituality.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Coordinates with Office Manager for dates when utilizing any parish facility.
- Maintains updated participant records including phone numbers and email addresses.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding your ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Area of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Adult Faith Formation Ministry Coordinator:

- Serve as focal point for communication between the Parish Leadership Team/Chair of Faith Formation Commission and the Coordinators of Adult Faith Formation Ministries.
- Responsible for coordinating the budget development between the Business Manager and the Coordinators of Adult Faith Formation Ministries.
- Assist the Pastor in the filling of vacant Coordinator positions in Adult Faith Formation Ministries and help with orientation of new Coordinators when necessary.
- Assist with Commissioning of the Ministers of the Faith Formation Commission on Catechetical Sunday.
- Responsible for collecting input for annual report from the Coordinators of Adult Faith Formation Ministries, edit and submit to the Business Manager.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Attending Meetings.
- Administrative.

Average Time (may vary):

2-3 hours/month
 2-3 hours/month

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.
- Studies scripture and the Church’s doctrinal and moral teaching.
- Shows a concern for ongoing personal growth and is willing to attend formation sessions.
- Relates well to the staff and the parish community.

Adult Faith Formation Coordinator Resource(s): Assistant Coordinator

Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.



Faith Formation Commission

Adult Faith Formation Coordinator Task List

General Tasks:

- Recruits new members
- Maintains member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Parish Guidelines.

Additional Tasks:

- Prepares for and coordinates the Commission meetings.
 - Ensures meeting dates are on parish calendar.
 - Sets agenda.
 - Opens meeting with prayer
 - Ensures the taking of minutes.
- Facilitates Commission meetings.
- Processes and analyzes meetings for the betterment of the Commission as a whole and gives direction and guidance for the Commission ministries.
- Monitors calendar for scheduling of events.
- Coordinates budget for all Commission ministries.
- Gives direction and guidance to the Commission ministries.
- Maintains communication with Pastor for guidance and direction of the program.
- Serves as a member of the Parish Leadership Team.
- Serves as a member and presenter at the Welcome/Orientation/Registration events.
- Oversees the Commission's participation in the Commissions/Stewardship Fair.
- Evaluates the Commission and its ministries yearly, (What worked well? What didn't work well? What needs to be done differently).