



Faith Formation Commission

Session Facilitator Position Description

Ministries:

- Primary Faith Formation
- Elementary Faith Formation

Reports To:

Director of Faith Formation

Ministry Purpose / Objective:

To provide faith formation for the people of Immaculate Conception parish in accordance with the *General Catechetical Directory, National Catechetical Directory, The 1983 Code of Canon Law*, diocesan and parish guidelines through the use of approved texts.

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.
- 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.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- 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 the 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 Areas 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 Session Facilitator:

- Arrives at least fifteen minutes before sessions begins.
- Communicates with Direction of Faith Formation departmental concerns, as well as the challenges/successes and direction of the program.
- Recruits Volunteers for:
 - Chaperones
 - Stewardship Opportunities
 - Catechists
 - Setup/Clean Up
- Strives to achieve the general goals and objectives for the catechetical year while planning and providing quality formation under the direction of the Director of Faith Formation.
- Requests supplies at least two weeks in advance using the Supply Requests form.
- Maintains appropriate learning environment through following of disciplinary guidelines for unruly students.
- Ensures that Catechists are leaving rooms in order after catechetical sessions and returning all unused supplies to original location.
- Contacts Director of Faith Formation if a catechist is unable to teach and cannot find a substitute.
- Contacts Director of Faith Formation if they are unable to attend a session.
- Maintains direct communication with Director of Faith Formation.
- Attends parish, deanery, and/or diocesan Faith Formation sessions as needed and as available.

Special Activities:

- Attends ongoing faith formation opportunities and/or Faith Formation sessions as available and yearly meeting for Catechists.
- Formation sessions are normally held on Sundays with occasional parish-wide Gatherings. Classroom sessions meet as follows:
 - Primary-Sunday from 8:30-9:30 AM during the school year.
 - Elementary- Alternate Sundays from 12:00-2:00 PM during the school year.

Meetings:

- Annual Catechist Orientation Meeting usually in August
- Catechist meetings as scheduled
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Session Attendance
- Catechist Meetings

Average Time (may vary):

2.5 hour/session

1.5 hours/meeting

Expected Length of Commitment:

At least one school year, September-May.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Complete and return the Diocese of Raleigh Application for Volunteers, submit to a criminal background check, and attend Safe Environment Training.
- Practices the Catholic faith through regular attendance at liturgy and is actively involved in parish life at Immaculate Conception Church.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.
- Studies scripture and the Church’s doctrinal and moral teaching.
- Demonstrates a concern for ongoing personal growth and is willing to attend formation sessions.
- Relates well to the staff, the parish community, and to the age level being instructed.

Session Facilitator Resource(s): Assistant Facilitator

- Assists the Facilitator and prepares to take over his/her responsibilities at the end of their term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Faith Formation Commission Session Facilitator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- 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 Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Arrives at least fifteen minutes before sessions begins.
- Ensures requested supplies are distributed.
- Maintains appropriate learning environment through following of disciplinary guidelines for unruly students.
- Ensures that Catechists are leaving rooms in order after catechetical sessions and returning all unused supplies to original location.
- Collects attendance sheets and enters the information into ACS.
- Distributes snacks at appropriately requested times.
- Supervises dismissal / pick-up of the session.