



Faith Formation Commission

Faith Formation Chairperson Position Description

Reports To:

Pastor

Ministry Purpose / Objective:

To provide faith formation for the people of Immaculate Conception parish in accordance with the General Catechetical Directory, national Catechetical Directory, diocesan and parish guidelines through the use of approved texts and programs.

General Responsibilities of All Commission Chairs:

- 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 Faith Formation Chair:

- Assists in planning and development of umbrella ministries' goals.
- Coordinates meetings.
- Gives direction and guidance for the ministries under Commission.
- Monitors calendar for scheduling events.
- Oversees budget for all ministries.
- Maintains communication with Pastor for guidance and direction of the program.
- Serves as member of the Parish Leadership Team.
- Serves as member of the Welcome/Orientation/Registration ministry.

Special Activities:

- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission Meetings.
- Welcome/Orientation/Registration meetings.
- Parish Leadership Team meetings.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:	Average Time (may vary):
• Meetings	4 hours/month
• Meeting preparation	1 hour/month
• Administrative	1 hour/month

Expected Length of Commitment:

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

Qualifications Required of All Commission Chairs:

- 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:

- Ability to communicate effectively with Pastor, Parish Staff and Parish Committees.
- Ability to coordinate efforts by multiple workgroups.
- An understanding and appreciation for Faith Formation Ministries.

Faith Formation Commission Chair Resource(s): Co-Chair

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



Faith Formation Commission Chairperson's Task List

General Tasks for All Commission Chairs:

- Ensures each of the Commission ministry coordinators maintain member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Ensures each of the Commission ministry coordinators review and update ministry position guidelines yearly.
- Facilitates planning and development of Commission ministries' Goals/Objectives.
- 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 using the the De Sales Faith Formation Center or the church facilities.
- 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).