



Faith Formation Commission  
**Landings (for Returning Catholics) Coordinator**  
**Position Description**

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**Reports To:**

Director of Faith Formation

**Ministry Purpose / Objective:**

To invite inactive Catholics to weekly reflection sessions, normally during the season of Lent. Current issues in the Church, particularly related to post Vatican II liturgy and the sacraments are discussed. The aim is to aid participants in coming back to the faith.

**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 Landings Coordinator:**

- Prepare bulletin announcement/invitation to encourage those who have drifted away or been alienated from the Catholic Church to consider returning to their faith.
- Set up meeting dates during Lent.
- Prepare an agenda to discuss the respondents concerns such as:
  - The liturgy and how it has changed.
  - Marriage and annulment.
  - Prayer and what it means, varieties of prayer.
  - Eucharist and Reconciliation.

**Special Activities:**

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

**Meetings:**

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.
- Six meetings during Lent.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

- Meeting
- Preparation

Average Time (may vary):

9 hours/year  
10-12 hours/year

**Expected Length of Commitment:**

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

**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.

**Qualifications Required:**

- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life, and Prayer.
- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Background or experience in Catechetical training.

- Knowledge of Vatican II changes in the church.
- Ability to listen and be understanding of people's past experiences and respond in a compassionate and helpful manner.

**Landings Coordinator Resource(s): Assistant Coordinator**

- 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 Landings Coordinator Task List

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### **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:**

- As needed.