



Faith Formation Commission  
**Moms' Faith Sharing Group Coordinator**  
**Position Description**

---

**Reports To:**

Small Faith Formation Groups Coordinator

**Ministry Purpose / Objective:**

To live our Catholic faith as mothers and to support each other by meeting together regularly to discuss faith and family issues, using appropriate Catholic small group materials.

**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 Moms’ Faith Sharing Groups Coordinator:**

- Coordinates ongoing meetings for the entire discussion group.
- Facilitates the discussion group.
- Recruits and trains facilitators for the discussion group.
- With the help of the group, determines the need for and orders study materials.

**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.
- Meeting: Usually the first Monday at 7:30 pm—9:30 pm.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

- Preparing meeting
- Facilitating meeting

Average Time (may vary):

30-45 minutes/meeting  
2 hours/meeting

**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:**

- Leadership skills.

**Mom’s Faith Sharing Group 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  
**Moms' Faith Formation Groups**  
**Coordinator 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:**

- Orders or provides study material to the group.
- Facilitates the meetings.