



Faith Formation Commission
**Reflection on Sacred Scripture Group
Coordinator Position Description**

Reports To:

Small Faith Formation Groups Coordinator.

Ministry Purpose / Objective:

To study and gain knowledge and love of Scripture.

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 Reflection on Sacred Scripture Group Coordinator:

- Schedules meetings for the entire discussion group.
- Prepares and agenda for each upcoming year.
- Is prepared to facilitate the planned lesson for each session or assigns the lesson leadership to another group member, usually the co-coordinator.
- Maintains open communication with members.
- Collaborates with other facilitators for flow of discussion.
- Develops lessons based around main themed selections, handouts, required readings and Bible chapters.
- Collect reimbursement checks from members and give to Office Manager.
- Follows up on minister absence with meeting notes via email.

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.
- Sessions usually, the third Wednesday of the month (except July & August) from 10:00 am to 11:30 am.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Preparing meeting
- Facilitating meeting
- Administrative

Average Time (may vary):

- 3 hour/session
- 2 hours/session
- 4 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.

Additional Qualifications Required:

- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.
- Leadership skills.
- Willingness to prepare lessons and expand knowledge base.

Reflection on Sacred Scripture 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
Reflection on Sacred Scripture Group
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 study materials, check with Small Faith Formation Groups Coordinator.
- Order information: *Scripture from Scratch* articles are ordered from St. Anthony Messenger Press, FAX 513-241-1197, include article number and number of each article needed. Include the name and telephone # of the coordinator placing the order. Order 2 or 3 additional full sets for possible new members after the order has been placed. Budget should cover the cost of the order of supplies.
- Additional required reading: Pheme Perkins, *Reading the New Testament, 2nd Ed.*, Paulist Press, New York, NY. Members have purchased this book from Amazon.com. If three or more order together, there is no shipping charge (order will be over \$25.)
- Orders or downloads appropriate materials for study of agreed upon scripture reading(s).
- Makes certain all members have paid the person responsible for ordering study materials when necessary.
- Contacts members who miss meetings without notice (possible illness, etc.)
- Coordinate maintenance of Reflection on Sacred Scripture Group database with parish staff or office secretary.
- Recruit parishioners and others for special Reflection on Sacred Scripture Group presentations.
- Attend some and oversee all Reflection on Sacred Scripture Group meetings with participants.