



Faith Formation Commission
Small Faith Formation Groups Coordinator
Position Description

Reports To:

Director of Faith Formation

Ministry Purpose / Objective:

To foster growth in knowledge and practice of the Catholic faith by helping to create and maintain small discussion groups.

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 Small Faith Formation Groups Coordinator:

- Reports to staff on activities of all Small Faith Formation Groups (SFFG) Ministries for development of goals, calendar of events, and the coordination of meetings.
- Oversee budget for all SFFG Ministries.
- Ensures that all SFFG Ministries are meeting regularly to support one another and to support parish-wide faith formation.
- Identifies new opportunities for creation of SFF Groups and works to establish these groups.
- Identifies opportunities for SFFG Ministries to assist one another and the parish and communicates those opportunities appropriately.
- Coordinates presentations of all SFFG Ministries at the Commissions/Stewardship Fair.

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.
- With leaders of various SFFG ministries as the need arises.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Meeting

Average Time (may vary):
4 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 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:

- Spiritually mature.
- Leadership skills.

Small Faith Formation Groups 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).

Small Faith Formation Group Leaders

- Provides input to coordinator about activities and needs of their ministries and offer suggestions for new groups.



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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:

- Collects information from all small group ministries and forward to commission.
- Collect budget requests from all small group ministries and write quarterly report for the commission chair.
- Make sure all small group ministries are meeting at least quarterly.
- Represents small group ministries at the commission meetings as needed.
- With Whole Community Catechesis (WCC) Team, identify topics related to WCC themes that would be suitable for short term small groups. Form a team to select appropriate materials, identify potential group leaders, advertise offering, report results.
- Encourage short-term groups to become year-round by providing them information and contact with the year-round group ministry.
- Identify new possible small groups for which there is a need/desire in the parish by talking to people in the parish about small groups.