



SAMPLE ROLE DESCRIPTION

Adult Faith Formation Leader/Coordinator

1. IDENTIFYING INFORMATION

Position: Adult Faith Formation Leader
Status: Full time or part time, exempt, 12 months,
Reports to: Director of Religious Education or Pastor

2. PRIMARY FUNCTION OF THIS POSITION

The Adult Faith Formation Leader assumes primary responsibility for driving and implementing the ministry of adult faith formation in the parish. His/her background and level of catechetical leader certification and the leadership structure of the parish determine his/her title and scope of responsibilities.

3. POSITION CONTENT, MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

Administration

The AFF Leader initiates and manages the parish's efforts toward the faith formation of the adult community.

- Takes leadership in helping the parish to shape its goals and strategies for adult faith formation according to the vision of *Our Hearts Were Burning within Us*.
- Participates and seeks consultation and input at regular meetings of the Parish Pastoral Council and/or Education Commission.
- Informs the parish staff and leadership about documents and developments in the area of adult catechesis.
- Represents the parish in cluster, interparish and diocesan efforts and events to promote and educate about adult faith formation.
- Maintains a relationship with the Archdiocesan Office of Evangelization and Catechesis for consultation, support and resourcing.
- Tends to his/her own ongoing formation through participation in opportunities for professional development.
- Recruits and forms an effective Adult Faith Formation Team to help implement the vision and parish goals for adult formation.
- Participates in the parish process for creation of the annual adult formation budget.
- Arranges for the ordering and use of equipment, resources and supplies.
- Schedules use of parish facilities according to the parish scheduling process.
- Oversees clerical and maintenance personnel assigned to assist with adult programming needs

Advocacy

The AFF leader promotes and facilitates the incorporation of adult learning into the total culture of the parish.

- Collaborating with the AFF team and identifies the contexts in the parish which have potential for adult formation.
- Assists parish staff, groups and organizations to identify opportunities, acquire resources and plan formats and programs for adult formation within their established settings and ministries. [infusion]
- Creates, maintains and staffs an up-to-date parish adult library and learning center. Arranges for the responsible acquisition of print, media and technological resources.
- Identifies and promotes adult learning opportunities beyond those available in the parish.

Programming

The AFF leader works with the AFF Team and parish staff to provide and promote effective, comprehensive, cohesive adult faith formation programming.

- Plans and promotes an annual calendar of adult programming and formational opportunities.
- Oversees the marketing and advertising of programs and events.
- Conducts program evaluations and parish-wide assessments to determine effectiveness of opportunities and refine efforts.
- Coordinates registration and collection of fees for programs.
- Recruits, forms, and supervises catechists and facilitators according to *The Ministry of the Catechist** document.
- Administers the catechist certification process for adult catechists and facilitators.
- Coordinates recruitment, hospitality and stipending for out-of-parish speakers and presenters.

4. POSITION SPECIFICATIONS/REQUIREMENTS

Skills, Knowledge, and Abilities

- Pastoral Planning
- Group Process Skills
- Theology
- Adult Catechetical Theory and Practice
- Program Development
- Evangelization

Education, Training, and Experience

Certification as a Catechetical Leader. [Cf. [*Ministry of the Catechetical Leader*](#) for description of educational and experience requirements.]

5. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

The AFF Leader administers a budget of _____.

The AFF Leader supervises a volunteer AFF team of _____ and a catechetical staff of _____ who are paid and _____ who are volunteers.

6. WORKING ENVIRONMENT

Requires frequent evening and/or weekend work.

The AFF Leader participates as an active member of the parish catechetical staff and/or pastoral staff.

*These resources are available from the Office of Evangelization and Catechesis