Sample Job Description for a Parish Adult Faith Formation Leader

Responsibilities

- Is accountable to the pastor
- Assumes lead responsibility for planning, implementing and evaluating the overall direction of adult faith formation in the parish
- Recruits, supports, evaluates and provides initial and ongoing formation (or makes these opportunities known and available) for members of the Adult Faith Formation Committee and catechists ministering with adults
- Encourages diocesan certification in adult catechesis
- Implements diocesan and parish policies and guidelines, including those related to negligence, sexual abuse, sexual harassment and the safety and protection of children
- Reviews and maintains a variety of resources geared to adults in different age groups, stages of the family lifecycle and/or life circumstances (e.g. singles, married couples, parents with young children, “empty nesters,” seniors, persons with disabilities, etc.)
- Collaborates with other parish ministers, the Adult Faith Formation Committee, and members of various additional parish organizations, groups and/or boards
- Prepares and manages the annual budget for adult faith formation
- Promotes and communicates all adult faith formation opportunities/events to the parish community (and beyond, as needed)
- Cultivates one’s own ongoing personal, spiritual and professional development
- Serves as a resource person on matters related to adult learning and the development of parish catechetical guidelines (e.g. sacramental preparation programs with parents, marriage preparation and enrichment programs, etc.)
- Attends all meetings of the parish pastoral staff
- Maintains good communication with the diocesan Office of Religious Education and Catechesis and participates in regional/diocesan activities for consultation, support and resourcing

Qualifications

- Familiarity with the General Directory for Catechesis, the National Directory for Catechesis and Our Hearts Were Burning Within Us.
- Understanding of adult learning principles and how to implement these in a catechetical setting
- Well-grounded in Catholic theology, liturgy, Church teachings and traditions
- Familiarity with the Rite of Christian Initiation of Adults and an understanding of the baptismal catechumenate as the model for all catechesis (GDC, #80)
- Ability to implement effective strategies for coordinating a comprehensive parish approach to adult faith formation by assessing the formation needs of adults on a regular basis, identifying contexts with potential for adult faith formation (e.g. parish bulletin, website, lending library, groups/organizations that meet regularly, etc.) and organizing programs within the parish’s established settings and ministries as well as scheduling special programs suited to a wide range of adult parishioners
- Ability to work well on a team