

Archangel Gabriel Parish

JOB DESCRIPTION

Position Title:	Adult Faith Formation and Sacraments Coordinator
Reports to:	Director of Engagement
Direct Reports:	No paid direct reports
Provides direction to:	Volunteer support teams
FLSA:	Part Time Non-Exempt
Hours:	Average 28 hours per week
Salary:	Commensurate with experience

Archangel Gabriel Parish is the fruit of the consolidation of Holy Trinity, Saint Malachy, and Saint John of God parishes.

The Adult Faith Formation and Sacraments Coordinator (AFFSC) is responsible for designing, organizing, and implementing adult faith formation ministries such as the Rite of Christian Initiation for Adults, baptismal preparation, marriage preparation, ministries for people in their 20s and 30s, adult bible studies, and small faith sharing groups.

Responsibilities and Tasks

In collaboration with the pastor and under the direction of the Director of Engagement, the AFFSC:

- Recruits, forms, and supervises various teams (RCIA Teams, Small Groups, Baptismal Preparation, Marriage Preparation, and young adult).
- Coordinates the Rite of Christian Initiation of Adults.
- Coordinates discipleship and support for couples discerning the sacrament of matrimony.
- Coordinates discipleship and support for parents preparing their children for baptism, confirmation, first penance, and/or first holy Communion.
- Leads the Engagement Team's collaborative work in strategizing and executing ministry for people in their 20s and 30s.
- Prepares Catholic Christians for personal and social dialogue especially with the unchurched and disaffiliated in matters of faith and morals as well as establishes structures for exponential growth in the community's ongoing human, intellectual, and spiritual formation via habits of self-awareness, intentional community, adult learning, testimony, and case study.
- Measures parish progress in all the aforementioned undertakings and makes recommendations for improvement to the Director of Engagement.
- Implements best practices even when these are in tension with the historical trajectory of the predecessor parishes. The AFFSC will press graciously but firmly for reform even against resistance and recrimination.
- Serves as a collaborative member of the Engagement Team and assists in creating parish engagement.
- Participates in both Engagement Team and parish staff meetings as required.
- Submits a budget to the Director of Engagement by February 1 of each year.

- Collaborates with diocesan and regional organizations, parish staff, community organizations, volunteers, and emerging leaders to arrange for ministries of broad pastoral value.
- Maintains relevant professional affiliations.
- The AFFSC facilitates compliance with the Safe Environment program, especially among volunteers assisting with this work.
- Uses various means of communication (e.g. social media, bulletin, website, Flocknote, etc.) to engage the parish at large, parents, and middle school aged youth.
- Other duties as assigned and agreed upon.

Competencies and Skills

1. Personal Competencies:

- a. The candidate shall have demonstrated in previous positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition and discipline of the universal Church, the local diocesan Church and the parish.
- b. The candidate shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations and strong interpersonal skills. The AFFSC will be able to pray with others and invite others to deeper faith.
- c. The AFFSC shall be alert to and speak articulately about human and religious experiences, the relationship between them, and the emergent questions, joys, hopes, griefs, and fears. The AFFSC is committed to habits of compassion, reconciliation, and co-responsibility, in a mode consistent with the pastoral vision for the parish.

2. Theological Competencies:

- a. The AFFSC is to have a bachelor’s degree or higher in the area of theology or evangelization. Special consideration will be given to candidates who have received formation from a nationally recognized religious order or lay apostolate (e.g. FOCUS, NET, Christ in the City, Saint Paul’s Outreach, etc).
3. Professional Competencies:
- a. Deft ability to build and supervise strengths diverse teams.
 - b. The candidate shall have excellent organizational skills; proficiency in Microsoft Office and various digital media platforms.
 - c. The candidate should be familiar with (or be prepared quickly to acquire familiarity with) the following background materials to the reform:
 - *Forming Intentional Disciples* by Sherry Weddell
 - *Divine Renovation* by James Mallon
 - Bp. David Zubik’s pastoral initiative, *On Mission for The Church Alive!*

4. Safe Environment for Children

As with all positions in the Diocese of Pittsburgh that involve contact with children or the supervision of those who do, this ministry requires full compliance with the Safe Environment Policy of the diocese.

Cardinal’s Clause

A signed copy of the Cardinal’s Clause must be kept on file for the communications coordinator.

Date of review: _____

Signature of employee: _____

Signature of pastor or delegate: _____