

Coordinator of Adult Faith Formation & Evangelization

Our Lady of the Black Hills Catholic Parish

Qualifications: Completion of (or commitment to complete) a catechist certification program either through the *Veritatis Splendor Institute* or an approved equivalent (e.g., Lay Ministry program, college degree in relevant field, etc.). Proficiency with Microsoft Office suite.

Hours: 20/week (flextime)

Revised: August 9, 2020

Reports to: Pastor

Summary of Position: Coordinate, plan and implement adult faith formation and evangelization activities.

Primary Duties or Functions:

- **Coordinates, plans and implements the Adult Faith Formation program:**
 - *Recruits and trains catechists*
 - *Organizes registration for all adult faith formation participants*
 - *Oversees Sunday morning and evening faith formation classes*
 - *Continues to evaluate the effectiveness and develop a variety of formation opportunities: classroom, small groups, web-based (e.g., Symbolon), etc.*
 - *Works closely with the parish safe environment coordinator to ensure that all adult facilitators and volunteers receive training*
 - *Promotes ongoing communication regarding faith formation programs*
 - *Prepares and proposes annual budget for adult faith formation*
 - *Prepares and proposes goals for adult formation for consideration by the Discipleship Commission*
- **Coordinates, plans and implements parish evangelization activities.**
 - *Advocates for Catholic evangelization so that Catholics might experience enthusiasm for their love for Jesus, live their faith, and share it with others.*
 - *Serves as a catalyst for engaging parish leadership and everyone else in the parish in evangelization.*
 - *Finds resources for and offer training and supervision for evangelization.*
 - *Plans, organizes, and coordinates evangelistic efforts in collaboration with the parish staff.*
 - *Prepares and proposes annual budget for evangelization activities.*
 - *Prepares and proposes goals for evangelization for consideration by the Evangelization Commission.*
- **Develops parish ministry supporting marriage as a vocation.**
- **Develops parish ministry for young adults and parents:**
 - *Works with the leaders of baptismal preparation to strengthen parental formation and faith growth for young parents.*
 - *Develops a ministry to support the needs of young parents and to encourage their faith growth (i.e., parents with children between Baptism and First Communion).*

- *Develops a ministry to young adults. Promote diocesan events for young adults.*
 - *Collaborates with other staff members in regard to parental involvement of youth formation.*
- **Works with the pastor to coordinate, plan and implement retreats, parish missions, seminars, etc.:**
 - *Parish retreat, Parish mission*
 - *Seminars (e.g., Making Disciples, Called and Gifted, etc.)*
- **Assist with Office Administration:**
 - *When the Parish Administrative Assistant is unavailable (vacation, sick, etc.) fill in to greet, inform and facilitate parish membership.*
- **Attends parish meetings pertinent for the ministry:**
 - *Discipleship Commission*
 - *Evangelization Commission*
 - *Staff meetings*
 - *Staff retreat*
 - *Other appropriate meetings*
- **Ongoing education:**
 - *Attend Pastoral Ministry Days*
 - *Attend appropriate training and other pertinent education (e.g., Called and Gifted).*
- **Other duties as assigned**