

JOB DESCRIPTION

TITLE:

Adult Faith Formation Coordinator/Director (Part-Time – 20-25 Hours per week)

MAJOR RESPONSIBILITIES:

Assists the Pastor in meeting the catechetical, liturgical and formational needs of the parish community

SUPERVISION RECEIVED:

Pastor

DUTIES AND RESPONSIBILITIES:

Develops and coordinates adult faith formational and liturgical programs.

Implements the ongoing RCIA process in the parish according to the *Rite of Christian Initiation of Adults* and coordinates the RCIA team and its ongoing formation.

Coordinates Forty Hour Devotions and the Parish Mission.

Assists in preparing Penance Services for Lent and Advent.

Liaisons with coordinators of parish adult faith groups, i.e. *That Man is You*, Bible Study, Share the Word, etc.

Maintains and manages publication racks in the Narthex of the Church and supervises the library in the Narthex meeting room.

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

Active member of a Roman Catholic parish faith community.

Knowledge and understanding of the Church's liturgical and catechetical documents: *Rite of Christian Initiation of Adults*, *General Directory for Catechesis*, *National Directory for Catechesis*.

Excellent leadership skills

Excellent oral and written communication and interpersonal skills.

Ability to maintain confidentiality.

Ability to work evenings and weekends.

Must have a pastoral perspective in ministry.

Must be able to work in a collaborative style of ministry.

OTHER REQUIREMENTS:

Degree in Theology, Education, Religious Education or related field.

Specific training in the areas of liturgy and adult catechesis.

Certification as a catechist in the Archdiocese of Philadelphia preferred.

Valid driver's license and reliable means of transportation.

Please send resume and cover letter to pastor@stalphonusparish.org.