BEST Emmaus Arches B1 smoothed

**Church of the Resurrection of the Lord**

**Emmaus Catholic Parish**

1. IDENTIFYING INFORMATION:

Position Title: Director of Adult Faith Formation and Family Life

Reports to: Pastor

Position Status: Full Time

1. PRIMARY FUNCTION OF THIS POSITION:

The Director of Adult Faith Formation and Family Life will be responsible for the development and implementation of programs that will serve the spiritual and practical lives of the adult members and families of the parish. The ideal candidate will be able to envision comprehensive, effective, and challenging programs to help adults grow in their faith, inspire conversion and spiritual growth, respond to the needs of families in the parish, work collaboratively with parish leadership and adult faith formation, family, and retreat teams, and incorporate adult learning and formation into the total culture of the parish.

1. POSITION CONTENT:
2. Articulates a comprehensive vision of adult learning for parishioners at all stages in the adult life cycle.

* Integrates current trends, theories and practices in parish Adult Religious Education programs.
* Is responsible for acquisition of books, media and other resources for adults.
* Identifies adult learning opportunities inside and outside the parish.

1. Develops and designs need-based religious education experiences for all adults of the parish.

* Actively seeks input from parishioners with reference to learning needs and desires.
* Works with existing parish groups in developing programs.
* Develops program goals, objectives, and strategies that are consistent with the parish philosophy of faith formation.
* Creates a yearly calendar of adult formation events in collaboration with other staff.
* Coordinates the scheduling of speakers for various groups, classes, and retreats.
* Provides support to the Director of RCIA.
* Provides support to special liturgical events.

1. Coordinates the implementation and administration of parish adult formation programs.

* Coordinates prayer experiences for program participants.
* Oversees development of and serves as liaison to small faith communities and family life groups.
* Works within established guidelines to schedule and promote Adult Formation and Family Life activities.
* Responsible for registration, payment, and processing of program participants, including entry into PDS.
* Serves as a facilitator in programs as needed.
* Works with the Chief Operating Officer and Accounting Coordinator to develop and monitor an Adult Formation and Family Life budget.
* Evaluates the Adult Formation and Family Life programs in light of stated goals and parish-wide objectives.
* Responsible for ensuring the opening, set-up, clean-up, and locking facilities when used.
* Manage purchases of materials and supplies.

1. Collaborates with parish staff and various parish groups in creating a climate that fosters Adult Christian faith.

* Works with parish staff in planning and implementation to ensure that programs support the overall goals for the parish.
* Provides leadership in the formation of parish adult catechists and program facilitators.
* Works with Communication Director to publicize all events, meetings, and special courses to the parish per established parish communication protocols.
* Liaisons and provides support to various family life groups that have formed or are interested in forming.
* Schedules physical facilities appropriate for adult learners.
* Participates in all staff-supported parish events and staff meetings.
* Responsible for all other duties as assigned.

1. POSITION SPECIFICATIONS/REQUIREMENTS:

The Director of Adult Faith Formation and Family Life must:

* Be a practicing Catholic.
* Have excellent organizational and planning skills.
* Be a team player.
* Be available and responsive to the needs of parishioners as well as community members.
* Be available for some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include, but are not limited to, Christmas season, Holy Week/Easter, fundraisers, after Mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc., may also be required.
* Have a Bachelor’s degree in theology, pastoral ministry, or related field, with some experience in adult faith formation. Experience in adult education considered.
* Submit to and pass a background check and become EIM compliant.
* The ability to speak Spanish would be helpful, but is not required.

1. PHYSICAL DEMANDS/ WORK ENVIRONMENT:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

**Employee’s Acknowledgment and Acceptance:**

This job description seeks to provide clarity and focus to the general role. It is not intended as, nor can it be, an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_