

Job Title: Associate Director, Adult Faith Formation

Reports To: Director, Catechetics & Youth Formation

Location: Pastoral Center

FLSA Status: Exempt

Direct Reports: N/A

Prepared By: Peter D. Schmidt

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Position Summary:

The Associate Director, Adult Faith Formation works under the direction of the Director, Catechetics & Youth Formation and is responsible to develop, promote and support adult evangelization and faith formation programs including but not limited to: Adult Confirmation, RCIA, and Lay Ministry Formation.

Primary Duties and Responsibilities:

- Serves as a resource for and supports parish adult evangelization and faith formation leadership through maintaining regular contact and providing training opportunities that address the latest trends and issues affecting adults.
- Promotes lifelong adult faith formation as part of the essential mission of each parish.
- Directs adult confirmation.
- Directs RCIA team training, RCIA Retreat and Coordination of the Rite of Election.
- Oversees ongoing adult evangelization and faith formation opportunities and programs.
- Meets regularly with the PRE Board to develop short and long-range strategic plans for supporting parish catechetical programs.
- Meets regularly with the RCIA Steering Committee to develop short and long-range strategic plans for supporting parish RCIA programs.
- Oversees Lay Ministry Formation within the diocese and works to develop short and long range goals for identifying and nurturing new catechists and lay ministers in the Church.
- Provides ongoing formation opportunities for those in adult lay ministry leadership.
- Works in a collaborative manner with other Diocesan departments.
- Sets appropriate goals, develops short and long range strategies and schedules for accomplishment.
- Continues to develop professionally by staying abreast of the latest trends, methods, directions, USCCB guidance, leadership, and professionalism.
- Represents the Diocese as a participating member of New England Conference of Diocesan Directors of Religious Education (NECDDRE) and other appropriate councils/committees.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Management Skills- Proven track record of collaborative management skills and the ability to work effectively with a variety of groups and individuals. Includes staff in planning and decision-making.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Leadership - Displays leadership skills by demonstrating pro-active, self-starter approach to duties. Has strategic vision mindset; Leads by example.

Confidentiality - Individual must maintain confidentiality at all times.

Decision Making Skills/Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. An individual must be able to perform the essential functions of the position either with or without reasonable accommodations.

Education/Experience: Bachelor’s Degree in Theology, Religious Education or its equivalent and a minimum of five (5) years of related experience in a leadership role.

Religious Requirement: Must be an individual who possesses an extensive understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and Church hierarchy.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with Diocesan policies and applicable laws. Must have the ability to work collaboratively. Responsibilities include: planning, assigning, and directing work; addressing complaints and resolving problems.

Work Environment:

The noise level in the work environment is usually moderate and consistent with a general office work setting.

Physical Demands:

The physical demands of this position are consistent with a general office work setting. Some travel to meetings outside the office may be required. Weekend/evening hours will be required.

General Sign-Off: I have received a copy of this job description.

Employee Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____