



SAINT LOUIS de MONTFORT  
Catholic Community

## St. Louis de Montfort Parish and School Fishers, IN

### Coordinator of Adult Formation, Mission & Discipleship

**Reports To:** Coordinator of Faith Formation

**FLSA Status:** Exempt

**Prepared Date:** 4/23/2019

**Summary:** Develop and execute programs, workshops and events to meet parish needs as it relates to Adult Faith Formation.

#### Essential Duties:

1. Coordinate and direct an array of religious education programs; make recommendations and offer alternate solutions to adult faith programs or ministries as Pastor deems necessary.
2. Coordinate with the diocesan catechetical office and clergy at the parish when applicable to ensure adult faith formation needs are met.
3. Assist in coordinating formation for the celebration of adult confirmation and reception of the sacraments through RCIA. Counsel and advises those interested in coming into full communion with the Church. Responsible for RCIC.
4. Prepare liturgies for various rites and coordinate practices.
5. Plan and/or Participate in religious retreats and continuing education programs.
6. Research and prepare adult faith formation opportunities.
7. Develop program budget annually and monitor on a regular basis.
8. Identify, schedule and promote annual parish mission.
9. Coordinate website communications and develop other communications as necessary; bulletins, posters, flyers and other promotional materials for Adult Faith Formation sponsored programs.
10. Screen, recruit, select and train catechists. Support and develop catechists by leading catechists training and providing catechetical resources.
11. Participate in parish diocesan, deanery, and parish staff meetings, coordinating catechetical ministry with other ministries.
12. Supervise catechists and assistants. Will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
13. Promote spirituality, prayer, and worship.
14. Prepare materials and set up for meetings, retreats, programs, classes, and other events for faith formation opportunities.
15. Maintain records of participation in catechetical programs and celebrations of sacrament.
16. Expected to work independently with strong self-motivation and collaborate with the Faith Formation Team.

#### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:** *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



Diocese of Lafayette in Indiana



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### Education/Experience:

- Bachelor's degree in Roman Catholic religious education, theology or related area or a combination of education and experience plus 2 to 4 years related experience. Master's Degree a plus.
- Strong supervisory, administrative, organization leadership and program planning experience required. Parish and/or diocesan experience necessary.
- Knowledge of Microsoft office products.
- Practicing Catholic who respects and upholds Catholic Church teaching.
- Well-acquainted with Church documents, Scripture, and resources.
- Able to honor & maintain confidentiality.
- Able to pass and maintain diocesan child safety protocol.

**Physical Demands:** *The physical demands 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.*

- Able to move about the work environment
- While performing this job, the employee is regularly required to talk or hear
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Visual acuity to see computer screen
- Able to move tables and chairs to arrange meeting spaces
- Able to occasionally lift and/or move up to 30 pounds
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required.
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.

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Signature

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Date



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