

COORDINATOR OF ADULT FORMATION

We are currently seeking a **part-time** Coordinator of Adult Formation for **St. Maria Goretti Catholic Church in Westfield, Indiana**. This person will work 20-25 hours/week in collaboration with other parish and diocesan faith formation personnel under the direction of the Director of Evangelization, Family Life, and Pastoral Ministries to establish the direction and execute the vision of the parish catechetical ministries for Adults. This role includes, but is not limited to, the following duties and responsibilities:

- Promote spirituality, prayer, and worship.
- Prepare and implement adult faith formation opportunities.
- Plan and/or Participate in religious retreats and continuing education programs.
- Identify, schedule and promote annual parish mission.
- Screen, recruit, select and train catechists for adult formation. Support and develop catechists by leading catechists training and providing catechetical resources.

Education/Experience:

Bachelor's degree in theology or a combination of education and experience plus 2 to 4 years related experience.

- Strong supervisory, administrative, leadership and program planning experience required. Parish and/or diocesan experience desired but not 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.

Interested and qualified candidates should submit their resume to jen.downing@smgonline.org.