



SAINT JOSEPH PARISH

POSITION DESCRIPTION

**Position: Adult Formation Director**

FLSA Exempt

Reports to: Pastor

Effective date: 1 July 2026

**General Summary:** The ministry of the Adult Formation Director relates to various aspects of parish life, with specific responsibilities for the formation and education of the adult parishioners.

**Essential Duties and Responsibilities:**

- Administrative:
  - Collaborates with the pastor and other staff in overall pastoral planning, decision-making, and implementation of parish programs.
  - Directs and coordinates the OCIA process, including team formation.
  - Plans, coordinates, and implements parish adult formation efforts.
  - Communicates and acts as a liaison as needed to relevant Deanery and Diocesan structures and committees. Attends Deanery and special Diocesan Committee meetings as needed.
  - Establishes and collaborates with the Parish Evangelization team for Adult Faith Enrichment programs. Researches possible new programs for Parish.
- Formation/Education:
  - Fosters the growth in faith of the adult membership of the parish through book, Bible, and topical studies; enrichment programs for marriage.
  - Coordinates and implements all aspects of the RESCUE PROJECT and other Catholic formation programs (i.e. Fireside Chats, Catholicism).
  - Participates in planning and executing the annual parish retreat.
  - Oversees the Divorced and Separated Support Group, when in session.
  - Conducts presentations in the OCIA formation process as catechist.
  - Conducts other direct teaching to foster adult formation within the parish.

- Attends Diocesan Pastoral Events for continuing education or other venues for pastoral ministry.
- Performs other related duties as assigned by the pastor.

### **Knowledge, Skills, and Abilities Required**

- A Master's degree or Master of Divinity in theology or religious education is preferred.
- Must be a practicing Catholic and in full communion with the Catholic Church.
- At least five years' experience in parish-based ministry.
- Must have current knowledge of theology and Church teachings related to OCIA.
- Knowledge of Church law regarding marriage and annulments.
- Strong communication skills including verbal, written, and listening.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must have strong interpersonal skills and be able to work with a variety of people.
- Demonstrated ability to use a high level of discretion and judgment in daily operations and projects while maintaining a high level of confidentiality.
- Must successfully pass the required FBI/BCI background checks and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional and religious journal and technical procedures. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from the pastoral staff, parishioners and the public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **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.

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

### **WORKING CONDITIONS**

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.

The noise level in the work environment is usually moderate. Position requires regular evening and some weekend hours.

**Receipt and Acknowledgement**

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only and is not to be construed as a contract between the Diocese of Toledo and its employees.

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor/ Pastor Signature**

\_\_\_\_\_  
**Date**