

Director of Adult Faith Formation & Discipleship

Position Description

Title: Director of Adult Faith Formation & Discipleship (DAFFD)
Reports to: Pastor
FSLA: Full Time/Exempt
Effective Date: TBD

GENERAL SUMMARY

The mission of St Charles Borromeo Parish is **To build a community of faith united with Christ in the Eucharist, living as disciples, sharing God's love and grace.** Every member of the Pastoral Ministry Team (parish staff) is expected to advance this mission through the practice of stewardship using the values of hospitality, prayer, formation, and service.

The primary focus of this position accompanies adults from initial inquiry (OCIA) through ongoing discipleship, leadership development, evangelization, and pastoral outreach through formation and hospitality. This focus aligns within the broader culture of St. Charles Parish which seeks to implement intentional discipleship and the small group approach throughout all parish ministries and create a seamless pathway of formation from childhood through adulthood.

The overall purpose of this position is to build a culture of lifelong faith formation and discipleship that utilizes especially the small discipleship group approach. This position also serves as the point person for welcoming new parishioners by developing a culture of hospitality within the parish as well as a culture of engagement that integrates new members into the life of the parish. This position also leads the parish effort to promote and provide the Order of Christian Initiation of Adults (OCIA) for those seeking Baptism, to become a member of the Catholic Faith, or complete their initiation in the Church.

St. Charles Parish has a working relationship with Live Jesus Ministries (LJM), a non-profit organization created in the Diocese of Toledo to help Catholic parishes and schools develop spiritual mentorship & small group discipleship ministries for the youth at their locations. The DAFFD will lead the work of the Evangelization & Discipleship Team to support this approach and extend its use beyond the youth and young adults by incorporating its principles into our wider parish life and ministries.

DUTIES AND RESPONSIBILITIES

A. Order of Christian Initiation of Adults

- a. Lead and direct the parish process for OCIA
- b. Recruiting and forming team members into multiple ministry teams for Inquiry, Catechumenate, and Mystagogy
- c. Recruit and mentor sponsors
- d. Coordinate the liturgical journey through Lent and Easter

B. Adult Faith Formation

- a. Support and strengthen existing ministries such as Women's Walking with Purpose, Men's Encounter Group, Men's Bible Study, Women's Book Studies,
- b. Coordinate seasonal studies and parish-wide formation opportunities
- c. Develop additional opportunities for Bible studies, theology nights, retreats, missions, parish workshops, or faith-sharing initiatives.

C. Hospitality and Engagement

- a. Develop a culture of welcome with the creation of hospitality ministries and use of hospitality ministries

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- b. Creating and implementing processes for welcoming new parishioners, newcomer follow-up, and ministry onboarding.
- c. Develop ways to recruit, train, and support parishioner engagement in discovering their charisms and matching them to the ministry needs of the parish.

D. Parish Ministry

- a. Serve as a member of the Pastoral Ministry Team (parish staff)
- b. Provide strategic leadership for the parish's evangelization and discipleship efforts while coordinating collaboration among all ministries.
- c. Perform other duties as assigned by the Pastor or Director of Adult Faith Formation & Discipleship.

Knowledge, Skills, and Abilities Required

- Degree or certificate in Theology, Catechesis, or Pastoral Ministry
- Five or more years as a faithful, active disciple of Jesus within the Catholic Church.
- Two years of successful full time or volunteer work experience with discipleship ministry.
- Practicing Catholic, registered at St. Charles with a solid praxis of and commitment to Gospel values, Catholic moral and social teachings, Church doctrine, and Church structure.
- Is committed to prayer (personal and communal), has a heart for God's People, approaches situations with optimism, and practices ministerial maturity.
- Motivated self-starter with a strong desire to share his/her Catholic faith through relational ministry.
- Must be flexible, self-confident, assertive and persuasive.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Advanced computer skills in the following or related software/tools: Adobe suite products, excel/sheets, google workspace, proresenter, Parishsoft, MSP, etc.
- Excellent research, interpretive, writing, editing, proofreading, presentation and interpersonal skills.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities while working within the constraints of an annual budget. Attentive to detail.
- Ability to lead teams and supervise other employees.
- Ability to empower and delegate responsibilities.
- Ability to maintain confidentiality and navigate conversations about sensitive issues.
- Ability to work several evenings per week and several weekends per year. Limited travel required.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general 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.

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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 30 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 may require some evening and weekend hours.

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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