ARCHDIOCESE OF LOS ANGELES
Adult Faith Formation Coordinator

DEPARTMENT: Parish
SUPERVISED BY: Pastor

EMPLOYMENT STATUS:

SALARY GRADE:

POSITION SUMMARY
The Adult Faith Formation (AFF) Coordinator assumes primary responsibility for driving and implementing the ministry of adult faith formation in the parish.

The AFF Coordinator facilitates the parish community’s growth in lifelong learning, with particular responsibility for coordinating all efforts in Adult Faith Formation in the parish.

DUTIES AND RESPONSIBILITIES
Because all archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

Administration:
- Takes leadership in helping the parish leadership to shape goals and strategies for adult faith formation according to the vision of Our Hearts Were Burning within Us.
- Participates in parish bodies with responsibility for consultation and governance and offering consultation and input to those bodies as they discern priorities (e.g. Parish Pastoral Council, Finance Council, PTA, etc).
- Resources and updates the parish leadership about documents and developments in the area of adult faith formation.
- Represents the parish community in parish cluster, deanery-level, regional and diocesan efforts and events to promote and educate about adult faith formation.
- Maintains a relationship with the Archdiocesan structures serving Adult Faith Formation, for consultation, support and resourcing. (e.g. Regional Office, Archdiocesan Office of Religious Education).
- Engages in personal ongoing formation through participation in opportunities for professional development.
- Recruits and forms an effective AFF Team to help implement the parish vision for adult formation.
- Participates in the parish process for creation of the annual adult faith formation budget.
- Exercises good stewardship with respect to the ordering and use of equipment, resources and supplies.
- Schedules use of parish facilities through participation to the parish scheduling process.
- Oversees all personnel assigned to assist with adult programming needs

**Advocacy**

The AFF Coordinator promotes and facilitates the incorporation of adult learning into the total culture of the parish by:

- Collaborating with the AFF team members to carry out an assessment of the AFF needs of the parish community as a step to discerning appropriate responses to those needs.
- Assisting parish staff, groups and organizations to identify opportunities, acquire resources and plan formats and programs for adult formation within their established settings and ministries.
- Developing and maintaining resources for AFF (e.g. theology/spirituality library, print resources, audio-visual resources, technology resources, etc.). (Collaboration with other parish leaders and ministries may prove to be an experience of good stewardship).
- Identifying and promoting adult learning opportunities beyond those available in the parish (e.g. regional, archdiocesan, national).

**Programming**

The AFF leader works with the AFF Team and parish staff to provide and promote comprehensive adult faith formation programming by:

- Planning and promoting an annual calendar of adult programming and formational opportunities for the parish community.
- Overseeing the marketing and advertising of programs and events within the parish community and beyond (local parishes, deanery, region).
- Overseeing consistent program evaluations and parish-wide assessments to determine effectiveness of opportunities and refine efforts.
- Coordinating registration and collection of fees for parish programs.
- Recruits, forms, and supervises catechists and facilitators according to the standards and guidelines of the California Conference of Catholic Bishops for Catechist Certification implemented by the Archdiocesan Office of Religious Education.
- Facilitating and encouraging adult catechists to participate in the catechist certification process for adult catechists and facilitators.
- Coordinating recruitment, hospitality and stipending for out-of-parish speakers and presenters.
MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience likely to provide the required knowledge, skills, and abilities, typically:

- Bachelor’s Degree in Religious Studies or related field.
- At least 3 years of experience in ministry to adults.
- A certified Master Catechist or has obtained certification as an Adult Catechist through participation in, and successful completion of the Advanced Catechetical Ministries program sponsored by the Archdiocesan Office of Religious Education.
- Basic certification as a catechist with a specialization in Adult Faith Formation.

Skills, Knowledge, and Abilities

Knowledge of:

- Theology
- Prayer & Spirituality
- Church, Archdiocesan, and Parish policies and procedures
- Long and short range planning skills
- Awareness of multi-cultural presence and needs present in the Archdiocese.

Skill in:

- Pastoral Planning
- Group Process Skills
- Adult Catechetical Theory and Practice
- Program Development
- Evangelization
- Experience in developing and overseeing a budget.
- Written and oral communication
- Displaying tact, sensitivity, and responsiveness in various situations and needs.
- Administration and organizational planning
- Supervision and evaluation of staff
Ability to:

- Collaborate with clergy, religious, laity, parish leadership
- Analyze and resolve problems, make decisions
- Demonstrate experience in motivating others through delegation.
- Demonstrate pastoral sensitivity and awareness.
- Maintain a commitment to ongoing personal spiritual growth, formation.
- Occasionally lift up to 20 pounds.
- Sit for sustained periods of time on a daily basis.
- Perform tasks requiring intermittent bending, stooping and walking.
- Sustain frequent movement of the fingers, wrists, hand and arms