Sample Description for Adult Faith Formation Team Members

1. The Purpose of the Adult Faith Formation Team
The primary purpose of the AFF Team is to develop a comprehensive approach to adult faith formation by identifying, creating, and offering a variety of adult resources and opportunities within the parish. Working closely with the adult faith formation leader in particular, but also with those others in the parish who bear responsibility for formation, the team is responsible for developing and nurturing an openness to lifelong learning and conversion within the parish and for planning activities for specific programs. The role of the AFF Team involves consultation, planning, and program implementation for adult faith formation in the parish. (cf. Our Hearts Were Burning Within Us, par. 143)

2. The Responsibilities of the Adult Faith Formation Team
The Adult Faith Formation Team works with the parish leadership, particularly with the AFF Leader to identify the needs of the parish community, and to plan, execute, and evaluate adult learning opportunities that respond to those needs as they evolve.

The AFF Team, while appreciating and affirming the strengths, gifts and talents of its unique membership, realizing that the team does not enjoy all the competencies required for all their efforts, intentionally works at attending to the diversity of the parish community and commits itself to drawing forth and raising up the gifts of that diversity. It is to be a lead agent in promoting partnership and collaboration between and among parishioners involved in the life of the parish community.

Certain competencies and formation are expected of team members. Each team member, with the support of the AFF Leader is to enjoy a familiarity with a basic understanding of adult learning theory and program planning principles. This expectation may be satisfied at the basic level through successful completion of the AFF Skills Training and Specialization provided by the Archdiocesan Office of Religious Education.

The specific responsibilities of the Adult Faith Formation Team (in cooperation with the parish AFF Leader) are:

- To work with other individuals and groups within the parish to create and foster an environment conducive to lifelong faith formation. It involves the intentional development of multiple and varied opportunities for adults in the parish to share with others from their own experiences of faith and life.
- To motivate adults to want to continue to grow in their faith.
- To develop a variety of catechetical opportunities designed to address the needs, interests and concerns that exist in the parish community.
- To develop and update appropriate resources for adults in the parish community (live, printed, audio-visual, and web-based resources).
- To develop and maintain a realistic schedule of AFF program opportunities and to locate them in the most adult-friendly and comfortable facilities available.
- To market and publicize the various opportunities and resources that the team makes available.
• To identify and call forth the gifts and talents of individual parishioners and to provide opportunities for parishioners to better utilize these gifts in service of the life of the parish community.
• To consult with the Adult Faith Formation Leader over budget planning.
• To network with, and maintain, relationships with other parish AFF Teams, and the staff resources of the Regional and Archdiocesan Offices with particular responsibility for Adult Faith Formation.
• To consistently evaluate parish AFF programs in order to best meet the evolving needs of the parish community.

3. How does a person come to serve as a member of the Adult Faith Formation Team?
The Team is open to those parishioners who are interested in developing and creating opportunities that fosters a living, explicit and fruitful faith in the life of the parish community and who are willing to do so through direct service of the adults of the parish community. The Team size will be 3 - 10 people.

Membership is drawn primarily from those who express an interest in serving on the Team. However, individuals in the parish may be invited to serve in order to ensure that the Team is representative of all elements of the parish community. Parishioners who are not members of the Team might be involved on an ad hoc basis. All members of the AFF Team are expected to enjoy or develop a basic understanding of adult learning theory and program planning principles.

A person is asked to make a commitment of two years with a possible additional two-year commitment at the discretion of the individual and the Team. The two-year commitment will be designed so that only one-half of the members’ terms end the same year, thus allowing for continuity.

4. What structure does the Adult Faith Formation Team have?
While each parish community is unique and enjoys varied experiences of committee and team structures, it is strongly encouraged that the AFF Team have

• A chairperson
  o with personal experience in ministry
  o with leadership skills to facilitate meetings
  o with a commitment to inspire others for growth in faith.
  The chairperson takes primary responsibility to work with the parish AFF Leader to set goals and agenda for the AFF Team. Ideally, an individual holds this position for at least one year and for no more than two year, mentoring other team members in their leadership abilities

• A secretary who records the minutes of the meetings
• A treasurer who, working closely with the AFF Leader, monitors the accounts of the programs.
  The AFF Team, in order to best serve the needs of the parish community, is encouraged to invite other parishioners on an ad hoc basis to participate in particular sub-committees for the purposes of carrying out particular programs.
5. How often does the Adult Faith Formation Team gather?
It is strongly encouraged that the AFF Team meet on a monthly basis. The time commitments of any given meeting may be determined by particular needs and circumstances within the parish community, but it is suggested that meetings last no longer than 75 minutes.

Every meeting is to allow for a 15 minute period of prayer / reflection / faith sharing, followed by attention to the specific tasks and responsibilities of the team members.

Members of the AFF Team honor each other and their respective time commitment by intentionally preparing for and participating in the monthly meetings.

Every meeting agenda incorporates time for both a report on upcoming activities as well as a review of past activities utilizing participant feedback and evaluations.

USE ONLY AS A FRAMEWORK TO DRAFT A PARISH RESOURCE THAT WORKS FOR YOUR PARTICULAR MINISTRY SITUATION