



Job Description

Diocese of Charlotte

POSITION TITLE: Part-time Adult Faith Formation Coordinator
DEPARTMENT: St. Luke Church
REPORTS TO: Pastor
FLSA: Non-Exempt

POSITION SUMMARY: Outgoing, professional catechetical leader who works to engage our parish adults in a positive and uplifting experience by leading them on their journey to explore our faith and the true love of God. Directs several dimensions of the parish faith formation program with a focus on catechesis and evangelization. Participates in parish staff meetings, works collaboratively with Faith Formation Team; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

1. As a parish staff and administration team member, attends staff meetings and participates in decision-making regarding parish direction and activities.
2. Confers and collaborates regularly with the Pastor and Education Commission regarding programs and goals for adult religious education.
3. Plans, organizes, and directs adult faith formation programming; develops annual calendar; schedules and coordinates classes, programs and retreats.
4. Works with Faith Formation Team to recruit, train, and steward volunteers.
5. Manages the RCIA program to include registration, fellowship events, retreats and celebrations.
6. Serves as a liaison to the Spirituality Ministry to foster evangelization throughout the parish and community.
7. Fosters, coordinates and supports parish small faith groups and bible studies. Provides support for other related ministries.
8. Responsible for working with various ministries, the Servant Leadership Team, and the Faith Formation team to ensure appropriate Advent and Lenten activities and retreats.
9. Collaborates with the Faith Formation Team, various parish committees including but not limited to the Liturgy Commission, Education Commission, Family Life Ministry, Spirituality Ministry and Servant Leadership Team on calendaring, sacramental planning and overall pastoral objectives.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned by the Pastor, with input from the Faith Formation team and Education Commission.
2. Facilities management duties to include submitting calendar requests for shared spaces, and adherence to safety protocols including COVID related requirements.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. BA or MA in Theology/Religious studies or a related field and/or a certificate in ministry or theology from a Catholic institution of higher learning.



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2. Experience with Adult Faith Formation preferred.
3. Excellent language and communication skills- bilingual a plus.
4. Demonstrated competence utilizing all forms of communication to positively engage parish including social media, virtual platforms, and electronic communications preferred.
5. Computer literate with experience with MS Suite and a parish database management system preferred.
6. Active and practicing member of the Catholic church. Ideal candidate would be a current or future member of St. Luke's Parish.
7. Must be able to pass all employment screening requirements and adhere to all policies and procedures as outlined in the employee handbook for the Diocese of Charlotte.

WORKING ENVIRONMENT:

This position requires frequent evening and weekend work.

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 required to stand, walk, stoop, talk, reach, sit, grasp, hear and perform repetitive motions of the hands/wrists. Must occasionally lift and move items up to 20 pounds.