



ST. MATTHEW CATHOLIC CHURCH

JOB DESCRIPTION

DIRECTOR OF ADULT FORMATION

TITLE	Director of Adult Formation
DEPARTMENT	Faith Formation
CLASSIFICATION	Salaried, Full-time, 40 hours/week
SUPERVISOR	Pastor
EDUCATION	Degree in Theology/Ministry OR equivalent experience

MISSION

To create an environment of evangelization, formation, and discipleship through the administration and oversight of formation programs and ministries for adults.

ATTRIBUTES

- A profound sense of calling to build God's Kingdom
- Full, active, conscious participation in the life of the Catholic Church
- Capable of blending professionalism and nurturing leadership to mentor staff and volunteers
- Knowledgeable in Catholic theology
- Organized and efficient with excellent communication skills

AREAS OF RESPONSIBILITY

Adult Faith Formation: Provide opportunities for the faith education and formation of adults within the parish and local community

- Work regularly with a team of diverse adults from the parish to pray, vision, plan, market and implement an annual calendar of opportunities
- Recruit and prepare speakers, teachers, and facilitators to lead parish events, St. Matthew "yoU"niversity classes, and Bible studies
- Work with volunteers to plan, promote and implement retreat opportunities
- Collaborate with the Liturgy and Worship Commission, faith formation staff, and pastor to plan the annual parish mission
- Ensure all Adult Formation volunteers and presenters are compliant with diocesan safe environment standards
- Implement or delegate the administrative needs of all Adult Formation programs and ministries (i.e. facility scheduling, class rosters, ordering of instructional materials, etc.)

- Work with the communication staff on the evangelization and marketing needs of all Adult Formation programs and ministries (i.e. website, bulletin, social media, etc.)
- Plan, implement, and communicate annual operating budget
- Oversee RCIA Program, offering support and supervision to program coordinators
- Oversee Young Adult Ministry, offering support and supervision to program coordinator
- Oversee the parish library, offering support to the Parish Library Committee
- Maintain adult enrichment literature available in the parish narthex
- Promote and highlight resources available through the FORMED subscription and ensure good use of resources in parish sponsored groups or events
- Participate in staff meetings, staff enrichment, and retreats/conferences for continuing education
- Collaborate with the Diocese of Charlotte and other local parishes in joint parish and diocesan opportunities

Discipleship: Establish and foster a culture of intentional discipleship within the parish

- Evaluate current Small Groups ministry
- Work with pastor and team of volunteers to pray, vision, and initiate an expanding movement of discipleship through small faith-sharing communities/discipleship groups
- Create and/or provide resources to develop and equip small group leaders

(revised April 2019)