



St. Ignatius of Loyola Church

5222 North Bend Road, Cincinnati, Ohio 45247 • 513.661.6565 • sainti.org

Coordinator of Adult Faith Formation

Reports to: Pastor - Fr. Andrew Umberg

Status: Non-Exempt, 40 hours per week, including frequent evening and weekend hours

I. PRIMARY FUNCTION OF THIS POSITION

Initiate, coordinate, oversee, and actively take part in the RCIA team, and ministries related to missionary discipleship for adult faith formation.

II. POSITION RESPONSIBILITIES and REGULAR ACTIVITIES

A. Adult Evangelization and Faith Formation

1. Organize and lead adult evangelization efforts
 - Research, develop, and implement evangelization initiatives.
 - Supervise and support evangelization efforts at Iggy Fest welcome booth (parish festival).
 - Coordinate evangelization formation for parishioners.
2. Organize and lead the Order of Christian Initiation of Adults (OCIA)
 - Initiate outreach to invite non-Catholics to consider becoming Catholic
 - Individual meetings with potential catechumens/candidates
 - Gather and give information to sponsors
 - Establish schedule of catechetical presentations and Rites to be celebrated
 - Coordinate/lead facilitation of weekly OCIA meetings for relationship building, catechesis, and prayer
 - Lead OCIA Core Team to execute scheduling of catechists, communication to all groups of people involved in OCIA, social meal planning, liturgical coordination, and evaluation of OCIA program
 - Assist Pastor and Vicar in liturgical preparation and execution for all OCIA rites, including Easter Vigil
3. Act as parish liaison for Adult Faith Formation (AFF) groups
4. Supervise and support lay volunteer leadership of AFF groups: Bible Study groups, Mom's Ministry, Men's and Women's Welcome (formerly CRHP), FATHERS group, Lighthouse Renewal Community, Marriage Preparation, etc.
5. That Man is You – TMIY – New men's fellowship formation ministry
6. First Saturday devotions – new ministry
7. Directly organize and lead adult faith formation opportunities: small group studies, Theology of the Body for parents, various catechetical series, Parish Mission, retreats, family/parent catechesis, and young adult ministry
8. Initiate parish-wide small groups for study and faith sharing

9. Research and order catechetical materials to be offered in church (Advent & Lenten companions, Christmas gift book, AFF kiosks, etc.)
10. Order supplies for Adult Faith Formation groups such as books, materials, pamphlets, etc.
11. Organize, plan, and lead Evangelization and Catechesis Commission
12. Assess current programs for sustainability
13. Research opportunities for parish growth and renewal in Adult Faith Formation
14. Coordinate cooperative opportunities and ministry summits for help and support between parish groups
15. Oversee budget and expenses for general Adult Faith Formation, OCIA
16. Develop working relationships with neighboring parishes by arranging and attending meetings
17. Act as liaison for hosting Archdiocesan events at St. Ignatius: marriage & family formation, infertility support event, missions fundraising dinner, etc.
18. Act as liaison to other Christian communities in our area

III. POSITION REQUIREMENTS

A. SKILLS, KNOWLEDGES and/or ABILITIES

- Must have a high degree of proficiency in:
 - Orthodox understanding and love of the Catholic faith
 - Daily prayer life and living relationship with Christ
 - Comfort leading groups in vocal prayer
 - Zeal for bringing others to Christ and His Church
 - Willingness to creatively try new initiatives
 - Engaging in sensitive pastoral conversations
 - Vision setting, long term planning and organizational skills
 - Oral and written communication skills
 - Leading teams of people with a variety of backgrounds and contributions
- Should have a love and appreciation for:
 - The Bible
 - The Catechism of the Catholic Church
 - Magisterial documents (e.g. papal encyclicals and conciliar decrees, etc.)
- Must have skills in:
 - Current communications technologies
 - Computers and software such as Word, Excel, PowerPoint

B. EDUCATION, TRAINING and/or EXPERIENCE

1. Master's degree in theology preferred but not required.
2. Experience in leading volunteers and groups.
3. Experience in teaching and presenting to a people in a variety of settings.

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required as it pertains to programs and events taking place
- Work with all staff and parishioners

Employees of St. Ignatius will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. Ignatius. Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati, or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

ACKNOWLEDGEMENT I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____