

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION – COORDINATOR OF ADULT DISCIPLESHIP
Our Lady of Light Family of Parishes
Incarnation and St. Francis Campuses
Centerville, OH

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Adult Discipleship
Status: Full time, Exempt
Reports To: Director of Family Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Coordinator of Adult Discipleship is a person who is passionate about making and maturing disciples by uniting a basic understanding of Church teaching with a great love for people at any step in their walk with Jesus. The ideal candidate should be an inspirational leader with excellent relationship skills, and a strong vision for building faith-based communities where people can get connected with one another and grow in an intentional way in Christ. The Coordinator of Adult Discipleship should be a committed Catholic disciple with experience shepherding and developing small group ministries, comfortable and energetic in front of large groups of people, and must be able to recruit, train, and care for dynamic leaders. This person should also be a team player who understands ministry in a large church context, a self-starter, reliable, and driven who is excited to join a growing Catholic community with a vibrant culture. The role will require a firm understanding of our parish mission and vision.

III. POSITION CONTENT

- Collaborates with the Discipleship Formation Team to discern what programs, events, and avenues are necessary to help accompany adults along the discipleship pathway to formation of missionary disciples.
 - This may include launching and support of programs such as: Alpha, Rescue Project, Missionary Discipleship Formation, Called & Gifted, Ananias Training, Reach More
- Coordinates, supports, and helps launch new small faith-based community groups. This includes, but is not limited to, overseeing content production (as needed), vetting, formatting, and distribution of resources.
- Provides support to existing small faith-based community groups and helping to raise up leaders and missionary disciples.
- Coordinates ongoing opportunities for equipping and forming small groups leaders of both adult and youth based small groups.

- Recruit, form, equip, send, and accompany adults for personal apostolate, so that they can live out the unique and unrepeatable call God has placed on their life and serve people at every stage of the discipleship path.
- Supports the Director of Family Evangelization's small group-based programs as needed (i.e. Couples' small groups, Mom's groups)
- All other related tasks as designated by the Director of Family Evangelization and/or Pastor.

IV. Qualifications

Christian Commitment:

- Dynamic, passionate Catholic who has encountered Jesus in a personal way and is living out a life of discipleship and active practice of their faith.
- Must accept all the teachings of the Catholic Church on faith and morals.
- Must be a full participant in Our Lady of Light family of parishes culture and parish to include worshiping, participating in communal life, serving, and giving.
- A commitment to Our Lady of Light's vision, mission, and values.
- Must be committed to ongoing personal growth as a disciple and ongoing professional development.

• Skills and Abilities:

- Ability to work effectively under time constraints and deadlines.
- Ability to set priorities, plan, organize, and delegate.
- Willingness to work on weekends and evenings as needed.
- Comfortable learning new technology & computer applications.
- Working knowledge of Microsoft Office, including Word and Excel.
- Ability to build/lead healthy teams and processes to carry out program objectives.
- Outstanding oral and written communication skills.
- Ideal Team Player: Humble, Hungry and Smart
- Ability to engage and build relationships with people of different cultures and ages.

• Education and Experience:

- Demonstrated experience training others in ministry activity.
- Bachelor's Degree in pastoral ministry, theology or related field is preferred.
- 5 years' experience in parish or pastoral ministry is preferred.

Please send your letter of interest along with your resume to Debbie.field@incarnation-parish.com