

**St. Maximilian Kolbe Parish
5720 Hamilton-Mason Road
Liberty Township, OH 45011
513-777-4322**

Title: **ASSISTANT ADULT FAITH FORMATION COORDINATOR**
Reports to: Director of Evangelization and Catechesis
Status: Part-time, Non-exempt, 12 months

JOB SUMMARY: The person in this role will coordinate the efforts and direction of adult faith formation within the parish by supporting volunteer ministry leaders and implementing additional programs and events for adult and family catechesis and evangelization as needed.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES:

1. Provides professional pastoral and ministerial support for adult faith formation volunteer ministries and ministry leaders as identified within the Evangelization and Catechesis quadrant on the Governance Model
 - a. On-board new volunteer ministry leaders
 - b. Approval of resources and materials used by ministries
 - c. Assure SafeParish compliance for ministries and events under purview
 - d. Regularly meet with and support ministry leaders in their faith and ministry
 - e. Willingness to assist at occasional program-wide events offered throughout the year
2. Work in collaboration with the Director of Evangelization and Catechesis in formation, training, and on-going support of evangelization small group efforts
3. With the Director of Communications, utilize effective means of communicating to adults within the parish as a means of evangelization and catechesis
4. Submit, manage, and maintain a budget for adult faith formation
 - a. Manage volunteer led ministry budget and expense requests and reimbursements
 - b. Submit an annual budget to Director of Evangelization and Catechesis
5. Schedule adult faith formation events and programs annually and submit updated scheduling requests as necessary throughout the year
6. Manage and order formational/seasonal books for the gathering space
7. All other things deemed necessary by the pastor or his designee

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- A person of Catholic faith who strives to live a life guided by the gospel, rooted in regular personal prayer, and lived out in the Catholic faith community
- Ability to work well in a highly collaborative environment, think creatively and be passionate about bringing faith formation experiences and parish life together in the context of a large and diverse parish community
- Ability to build teams, train leaders, and mentor volunteers to form ministry leaders
- An effective leader and administrator; skilled in communication and social media, pastoral planning, budgeting, legal concerns, and managing volunteers
- Ability to build appropriate discipleship relationships with adults

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Bachelor's or Master's Degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, preferred

WORKING ENVIRONMENT:

- This position may require evening, weekend and off-site work

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.