

Pastoral Associate for Adult Faith Formation

The Pastoral Associate for Adult Faith Formation (Director or Coordinator*) has the responsibility for organizing and overseeing adult faith formation initiatives in the parish/cluster. This person is responsible for *developing programs and processes for adult learning; recruiting and coordinating an adult faith formation team; providing for training of the adult faith formation team as well as catechists of adults; evaluating programs, processes and materials; supervising catechists and other volunteers who work with adults; managing parish facilities used in adult programming; planning, scheduling and budgeting for adult faith formation initiatives.* The PAAFF would work collaboratively with the pastor(s), parish life director(s), and other parish/cluster staff.

*The *Director* has achieved a Masters degree in Theology, Pastoral Studies or related field. The *Coordinator* has achieved a Bachelors degree in Theology, Pastoral Studies or related field or has completed the diocesan formation (Kateri Institute for Lay Ministry Formation).

Competencies and Scope of Responsibilities

A. Knowledge of and the ability to convey effectively the official teaching of the Church in the areas of Scripture, doctrine, morality and spirituality with a demonstrated fidelity to these teachings.

B. Knowledge of church documents relating to adult faith formation (particularly the National Directory for Catechesis and Our Hearts Were Burning Within Us : The US Bishops Pastoral Plan for Adult Faith Formation.

C. Knowledge of current resources, processes and methodologies for adult faith formation.

D. Ability to initiate, plan, organize, implement and evaluate parish/cluster adult faith formation through the following responsibilities:

- Develop and coordinate programs and processes for adult faith formation for adults of all ages which *may* include young adults/young parents prior to and after the Baptism of infants, adults in the RCIA, parents of school-aged children, senior adults, etc.
- Oversee the workings of the Adult Faith Formation team, serving as a resource person to them and a liaison between them and the parish/cluster staff, pastoral council and other committees.
- Assess the faith formation needs of diverse adult groups in the parish/cluster.
- Recruit and supervise catechists of adults and assist them to be prepared for their ministry, especially by overseeing their certification and resourcing them for ongoing growth.
- Advocate for adult faith formation in the parish/cluster
- Promote multiple delivery systems for adult faith formation and find ways to infuse faith formation into all aspects of parish life.

- Oversee the communication of adult programs, initiatives in the parish/cluster.
- Prepare and administer the annual budget for adult faith formation
- Collaborate with other pastoral leaders responsible for faith formation of children, youth, sacramental and intergenerational initiatives.
- Collaborate with cluster parishes, deanery parishes, diocesan offices and the ecumenical community to promote adult faith formation
- Fulfill all administrative tasks connected with adult faith formation, including reports for parish/deanery/diocese and record-keeping
- Conduct periodic evaluation of adult faith formation efforts using multiple means.

The Pastoral Associate for Adult Faith Formation is a practicing Catholic committed to ongoing personal spiritual and professional growth.

8/2010