

Coordinator of Adult Faith Formation

NAME OF PARISH: Church of the Ascension

POSITION TITLE: Coordinator of Adult Faith Formation

SUMMARY/PURPOSE: The Coordinator Adult Formation cultivates and nurtures the mission of the parish to Proclaim the Word, Celebrate the Eucharist, and Serve the Local Community, while being inspired by the Adult Faith Formation mission to create and develop opportunities for the members of our Parish to grow and strengthen a personal relationship with the Father, Son, and Holy Spirit, empowering them to share the Gospel message of God's unconditional love.

EMPLOYER'S TITLE: Church of the Ascension

SUPERVISOR'S TITLE: Director of Faith Formation, Bridgett Passauer

ACCOUNTABILITY: Ultimate accountability is to the Pastor, who has the primary responsibility for the spiritual formation of the Parish community. Immediate accountability is to the Director of Faith Formation

RESPONSIBILITIES AND TASKS:

1. Acts as the central clearing house for all committee activities so that efforts are not duplicated and each area is aware of other activities being planned, including but not limited to: Social Ministry, Community Life, and other areas for Faith Formation.
2. Assists the AFF in implementing suggested activities/ideas, as needed.
3. Facilitates adult formation opportunities, such as retreats, bible studies, and other programs.
4. Forms and helps manage a team of formation and small group facilitators
5. Develop and help implement a small faith group ministry at Ascension
6. Leads the Adult Faith Formation committee
7. Leads the Landings group and, if needed, co-facilitates the Landings sessions
8. Works with the Coordinator of Pre-K – 5 and Sacramental Prep to lead the adult portion of the PK3 - 5th grade Family Faith Formation and a parent session for Sacramental Prep.
9. Participate on the Initiation/OCIA team, as needed
10. Is directly responsible or works with the Director of Faith Formation and Coordinator of Pre K-5/Sacramenta Prep to schedule and execute "Ascension Family Presents" events, including gatherings for Advent and Lent.
11. Maintains awareness and understanding of diocesan, national, and international catechetical issues, movements, and documents

12. Provides catechetical opportunities for the all catechists, as well as parishioners for specific areas of Church teachings, including but not limited to: the Nicene Creed, Real Presence in the Eucharist, the Our Father, the Mass, the Sacraments, etc.
13. Use the Hallow App to form small groups, maintain connections with homebound, college students, etc.
14. Maintains communication with diocesan offices: Office of Christian Formation and Office of Evangelization
15. Shows commitment to ongoing personal formation in the field of catechetics by participating in diocesan, regional, and national events.
16. Maintain parish bookshelf with Catholic-only adult books and references, and child-appropriate books.
17. Attends parish staff and departmental meetings

PHYSICAL DEMANDS/ENVIRONMENT: The majority of the time of the is spent at a desk sitting completing computer-related tasks or facilitating formation opportunities. The position also requires some physical exertion, setting up and breaking down classrooms' tables and chairs.

PERFORMANCE APPRAISAL: An annual formal performance review occurring in June timeframe.

WORKING CONDITIONS: 15 hours/per week. Typically, hours are Monday through Thursday and Sunday mornings. The times worked will vary based on meetings, many of which are in the evening.

DATE OF ORIGINATION OF POSITION: June 2026

DATE OF THIS REVISION: June 24, 2026

EXEMPT/NON-EXEMPT: Position is non-exempt

PAY RATE : MA/2

QUALIFICATIONS:

I. Formation/Training.

A. Systematic Study.

- a. Bachelor's Degree in Religious Education, Theology, LEMI certificate, or bachelor's degree in a related field.

- b. Equivalency based on systematic bachelor's level study, with graduate-level preferred
 - B. 1-3+ years of experience in pastoral ministry
 - C. Knowledge of adult learning styles and general adult faith formation needs
 - D. Working familiarity with the General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, Our Hearts Were Burning, Rite of Christian Initiation of Adults, Code of Canon Law, Renewing the Vision, civil law and legal issues, Catholic Social Teaching.
- II. Personal Qualities
 - A. Approachable and Flexible
 - B. Gives witness to an integrated spirituality formed by Scripture, prayer, and communal worship.
 - C. Sense of call to ministerial leadership.
 - D. Handles tension and ambiguity
 - E. Committed to ongoing formation in catechetical ministry
 - F. Affirms the gifts of others
 - G. Conducts self in a manner consistent with a professional code of ethics and the provisions of civil and Church law.
 - H. Maintains a support system and sets responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.
- III. Skills
 - A. Personal: Self-starter, good listener, able to give and take direction, handles multiple tasks, exhibits oral and written communication skills, utilizes email and computer technology, with specific proficiency in the development and creation of PowerPoints with embedded videos/music, and other resources. Ability to use Microsoft Word or other platforms like Canva to develop handouts, programs, etc. Working knowledge of databases like ParishSoft, Cameno, etc., for parish information retrieval and entry. Working knowledge of projection units, meeting software (Zoom, Teams, etc.), and other technologies associated with meetings and presentations.
 - B. Communal: collaborative; adept at planning, organizing, implementing, and evaluating programs; inspires others to conversion and personal and spiritual growth; delegates tasks to appropriate personnel; manages conflict; integrates a family perspective in ministry.
 - C. Invitational: Comfortable inviting and training people to join ministries, working groups, and other volunteer groups to support the Adult Faith Formation ministry.

BENEFITS: Benefits are as defined in Called to Work in Harmony based on employee status and number of hours.

Employee Signature: _____ Date: _____