

**Department: Adult Faith Formation**  
**Reports to: Director of Faith Formation**

**TITLE: FAITH FORMATION MINISTER (ADULT/YOUNG ADULT/YOUTH/CHILDREN FOCUS)**  
**HOURS: FULL-TIME POSITION**

**JOB DESCRIPTION**  
**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**General Description**

- Manages comprehensive programming for appropriate demographics (youth, young adult and/or adults) to nurture spiritual growth and discipleship.

**Essential Job Functions**

- Provides leadership of all appropriate demographic (youth, young adult and/or adult) faith formation program development, planning, and coordination
- Leads and facilitates faith-sharing groups and participation at conferences, special events, and service opportunities
- Manages implementation and communication of faith strengthening experiences, special events, and evangelization efforts; provides supportive resources for youth and adults
- Recruits and develops missionary disciple leaders; oversees and coordinates volunteer-led programming
- Encourages and fosters participation and engagement in youth and adult programs in the parish and local community
- Evangelizes to active parishioners, inactive Catholics and all searchers and seekers of Jesus Christ
- Serves as a role model and mentor in sharing the joy of the faith to youth and adults
- Assists the Director of Faith Formation in the assess

**Expectations of Adult Faith Formation Minister**

- Collaborate with Director of Faith Formation and Faith Formation Team in setting a vision for Adult Faith Formation Clear Path at St. Patrick's
- Comfortable with Relational ministry
- Ability to build intentional relationship with Adult Faith Formation volunteers
- Ability to equip, empower and support Adult Faith Formation Volunteers
- Be the staff member contact person for ongoing ministries such as Alpha, Reform, RCIA, Called and Gifted, Witness to Love and Welcome
- Assisting in creating smaller community within the larger community

- Point of contact for all adult faith formation
- Develop and support teams who run those ministries
- Minister to the parish lay ministers

## **REQUIREMENTS**

### **Knowledge, Skills, and Abilities**

- Practicing Catholic with deep knowledge of the Catholic faith, liturgy, sacraments, and teachings of the Church
- Familiar with ways that individuals can grow in faith and equip them to spread the Gospel
- Hands on minister who also builds and empowers volunteers
- Sensitive to others, approachable; ability to maintain confidentiality
- Self-starter with the ability to handle multiple, competing priorities, highly adaptable
- Ability to nurture and form relationships quickly with adults and children
- Commitment to personal spiritual growth
- Passion for helping children, youth, and adults know the love of Christ
- Excellent oral and written communication skills, effective listener
- Comfortable speaking one on one and with groups
- Outstanding organizational skills, attentive to details
- Exceptional interpersonal skills, ability to work collaboratively
- Proficient with MS Office Suite, competence working with technology
- Safe Environment Training certification. Must be obtained within 30 days of hire.
- Able to work weekend and evenings, as needed

### **Education and Experience**

- Undergraduate degree in related field required, degree in Theology, Philosophy, Pastoral Ministry or Religious Education strongly desirable
- Three to five years of related experience, implementing and leading ministries required
- Formal children or adult ministry education or training preferred

Please email cover letter and resume to the Director of Faith Formation, Erin Keller, [ekeller@stpatsetkhorn.org](mailto:ekeller@stpatsetkhorn.org).