

Position: Coordinator, Adult Faith Formation
Department: Parish Life
Location: Church
Reports To: Director, Parish Life
(currently the Director of Adult Faith Formation and Family Life)

Job Overview

The Coordinator, Adult Faith Formation serves as the director of religious education (DRE) for the adult faith formation programs. Under the guidance and direction of the Director, Parish Life (currently the Director of Adult Faith Formation and Family Life) the Coordinator works collaboratively with the Pastor and other parish leaders and is responsible for the planning, organizing, guiding, recruiting, and coordinating the adult faith formation programs for young adult (post-college) through senior parishioners.

Responsibilities and Duties:

- Develops curriculum and activities for adults to incorporate faith sharing and development.
- Review, evaluate and develop programs, missions, and overall objectives.
- Help the parish community evaluate and carry out its role as a catechizing agent.
- Integrates with the Parish Life programming (small group development and support).
- Responsible for all administrative duties for the adult programs including communication with participants via all communication technologies.
- Foster involvement adults in the life of the parish, including, but not limited to being involved in parish activities and worship services.
- Maintains a professional working attitude and collaborative approach, with strong verbal and written communications skills.
- Apply appropriate principles of human development and adult-learning, especially in faith and moral development, to catechetical programs.
- Lead and/or coordinate sacramental preparation programs.
- Perform related work as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

A practicing Catholic who can fully participate in the sacraments of the Church. Strong knowledge and comprehension of the Catholic faith. Fluent in Spanish and English, preferred. Ability to work with adult volunteers. Sufficient health and stamina to meet the demands of the position. Strong multitasking, prioritizing, and organizational skills, with an attention to detail and ability to maintain confidentiality. Ability to use social media and productivity tools.

INSTRUCTIONS TO APPLY:

Interested applicants are asked to email or mail a copy of their resume to the attention of:

Mr. Kelly Doss, Director of Administration/Chief of Staff
Prince of Peace Catholic Church
4600 Preserve Parkway
Hoover, Alabama 35226
kelly.doss@popcatholic.org