

Adult Formation Director Job Description

The Adult Formation Director has the responsibilities to oversee planning, scheduling, recruiting, training and supporting Adult Formation programs.

Evangelization Efforts – promote and support Alpha as Conversion Engine; oversee Connect Groups for after Alpha

Adult Formation

- Advent and Lenten Evenings of Reflection
- Staff Day of Reflection/Renewal
- Parish Mission for parishioners
- Study Groups and Faith Sharing Groups
- Coordinate FOCCUS Reviews
- Maintain the Adult Formation budget.

Other Areas of Responsibility

- Attend Parish Staff meetings (twice per month)
- Assist with the supervision of support staff
- Develop a plan for childcare providers for various programs/parish events.
- Assist with funeral planning as needed
- Publicize Adult Formation offerings through the Adult Formation brochures, bulletin announcements, newsletters, webpage, email, social media.
- Oversee Adult Formation pamphlet racks, Lighthouse CDs and Parish Lending Library.
- Attend Archdiocesan Adult Ministers Network meeting (once a month)