

Saint Alphonsus Church - 33 Conwell Drive - Maple Glen, PA 19002

JOB DESCRIPTION

TITLE: Discipleship Formation Director

MAJOR RESPONSIBILITIES:

Assists the Pastor in helping parishioners of all ages to grow in their relationship with Jesus Christ and His Church and promotes discipleship by meeting the catechetical, spiritual and human formational needs of the parish community. Helps to create a holistic approach to evangelization and discipleship necessary for our current climate and culture.

SUPERVISION RECEIVED: Pastor

FULLTIME POSITION

DUTIES AND RESPONSIBILITIES:

Develops and coordinates faith formation programs for adults and youth, including age specific formation and intergenerational opportunities.

Help to achieve the vision and goals of the parish as defined by the pastor.

Liaisons with coordinators of parish adult formation groups, i.e. Bible Study, Small Faith Groups, Share the Word, Walking with Purpose, etc., and supervises the Adoration schedule.

Works with Saint Alphonsus Parish CYO and PREP to facilitate and promote service and spiritual opportunities for youth, coaches and families.

Implements the ongoing OCIA process in the parish according to the *Order of Christian Initiation of Adults* and coordinates the OCIA team and its ongoing formation.

Maintains the parish small faith sharing groups by working with the core community coordinating group, training leaders, securing hosts, scheduling meetings, and registering and placing new members.

Coordinates various parish events, including the Parish Mission, Adoration schedule, Advent Girls' Night Out and Martin Luther King, Jr. Day of Service.

Organizes the parish staff retreats and development days.

Provides prayer resources for Lent and Advent and organizes and publicizes the parish activities for these seasons.

Orders and oversees the distribution of the parish Christmas gift book.

Maintains and manages the Children's Corner and publication racks in the Chapel and the Narthex of the Church and supervises the library in the Narthex meeting room.

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

Active member of a Roman Catholic parish faith community and commitment to a personal prayer life.

Knowledge and understanding of the Church's liturgical and catechetical documents, such as... *Order of Christian Initiation of Adults, General Directory for Catechesis, National Directory for Catechesis.*

Excellent leadership and organizational skills including the ability to recruit and train parishioners to serve in various ministerial roles.

Excellent oral and written communication and interpersonal skills. Familiarity with various digital means of communication.

Ability to maintain confidentiality.

Ability to plan events and work evenings and weekends as needed.

Must have a pastoral perspective in ministry, be able to create a vision and be willing to try new methods and ideas focused on evangelization and discipleship.

Must be able to work in a collaborative style of ministry.

OTHER REQUIREMENTS:

Degree in Theology, Education, Religious Education or related field, or certification as a catechist in the Archdiocese of Philadelphia.

Knowledge in the areas of liturgy and adult catechesis and a willingness to attend conferences and in-services offered by the Archdiocese, including D/Caffe meetings (for Directors/Coordinators of Adult Faith Formation and Evangelization).

Valid driver's license and reliable means of transportation.

Saint Alphonsus Church offers a comprehensive benefits plan and competitive salary. Interested qualified candidates are asked to submit their resumes with a cover letter to:

pastor@stalphonsusparish.org

or

**Rev. Msgr. Brian P. Hennessy
Saint Alphonsus Church
33 Conwell Drive
Maple Glen, PA 19002**