

Position: Coordinator of Lay Formation Programming

FLSA: Exempt

Reports to: Director of Christian Formation

Effective date: 2/16/2023

Starting: \$48,000 - \$51,000

General Summary:

The Coordinator of Lay Formation Programming oversees the administrative areas of the Diocesan Ministry Formation Program (MFP), as well as other adult formation opportunities including catechist certification offerings.

This position requires working evenings and weekends on a regular basis; however, flextime scheduling and time off during the weekday will be arranged with the supervisor.

Essential Duties and Responsibilities:

- In collaboration with the Director of Ministry Formation and the Advisory Board of the MFP, the Coordinator will be the spokesperson for the program with duties to include: creation and distribution of public relations materials, hosting MFP information nights, and discussions with individuals on the phone and in person about the MFP.
- Manages the logistical aspects of the program including, but not limited to coordinating the Advisory Board and faculty meetings, class schedules, scheduling class orientations, the annual retreat, and closing ceremony. The Coordinator will be responsible for securing the facilities and arranging hospitality.
- Oversees admissions, application process and review, and ensures all required paperwork is obtained in a timely manner.
- Responsible for maintaining accurate and organized student records and files, ensuring all grades are entered in the program database, and tracking student tuition payments.

- Maintains confidentiality of correspondence, conversations, and materials processed in/through the department and its component offices/departments/diocesan entities.
- Maintaining the Formation webpage on the Diocese of St. Augustine website and Formation (www.dosaformation.com) websites will be an integral part of the Coordinator's responsibilities.
- The Coordinator will serve as secretary and ex-officio member of the MFP Advisory Board. Writes the minutes of the meetings.
- In addition to working with the Ministry Formation Program, the Coordinator will be responsible for assisting in the planning, organization, and execution of Catechist Certification opportunities available throughout the Diocese of St. Augustine.
- The Coordinator, in collaboration with the Director of Christian Formation, will be responsible for approving catechist coursework, maintaining the catechist database, and ensuring certifications are current. When certification has lapsed, the Coordinator will be responsible for contacting the parish leadership.
- On an ad-hoc basis the Coordinator will be responsible for presenting workshops.
- Responsible for providing support throughout the Diocese of St. Augustine in the area of Christian Formation.
- Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Must be a practicing Catholic in good standing and a registered member of a Catholic parish faith community. Must possess the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic Church.
- Bachelor's degree in Catholic theology or religious education (Master's preferred). A graduate of a certified lay ministry program would be considered with years of progressive experience.

- Must have at least five years leading lay formation of adults. Must be able to teach the Catholic faith.
- Proven ability to lead and assess the adult learner.
- Appreciation of post-Vatican II theology
- Must possess excellent administrative skills including but not limited to organizational and time management.
- Must consistently demonstrate a positive, friendly, respectful, and caring attitude with colleagues, the public, and all one serves in word and deed; projecting a welcoming atmosphere to all who interact with the office.
- Demonstrates the ability to prioritize and organize work effectively and handle multiple projects simultaneously while meeting deadlines.
- Excellent interpersonal skills. Must be able to interact with clergy and lay persons in a professional and pastoral manner.
- Excellent communication skills, both written and verbal
- Demonstrated computer skills including the use of Excel, Word, PowerPoint, and database management are required.
- Bilingual (Spanish/English) is preferred, but not required.
- Knowledge and appreciation of the structure and hierarchy of the Catholic Church.
- Must successfully pass the required criminal background check prior to employment and sustain this clearance.