

**DIOCESE OF DAVENPORT
POSITION DESCRIPTION**

ADULT FORMATION/FAMILY LIFE COORDINATOR

BASIC FUNCTION

EXEMPT POSITION

The Adult Formation/Family Life Coordinator is responsible for providing coordination, collaboration and leadership in areas of adult catechesis, ministry formation, marriage and family formation for the Diocese of Davenport. The Coordinator will identify, design, organize and implement a process for the development and training of leaders in adult formation and in support of marriage and family life.

ORGANIZATIONAL RELATIONSHIPS

A. Line

1. Responsible to the Coordinating Director of Social Action, the Coordinating Director of Education, and the Coordinating Director of Liturgy, and then to the Director of Pastoral Services & Ministry Formation for the successful performance of assigned duties.
2. Has discretionary authority to make administrative decisions consistent with the approved policies.

B. Lateral

1. Assist and coordinate with the other diocesan staff to assure the successful performance of assigned job duties and responsibilities.
2. Assist and coordinate with the clergy and staff in delivery of deanery services.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Identify, design, organize and implement processes for the development and training of leaders in Adult Formation and Family ministries throughout the diocese that follows the overall strategic plan of the Diocese.
- B. Develop adult formation components for other training programs within the Diocese.
- C. Provide consultative service to the various deaneries to help carry out the objectives identified within the strategic plan.
- D. Collaborate with the Diocese's Vicars, Pastoral Agents and other representatives from the Diocese appointed by the Bishop.

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- E. Effectively respond to and provide resources to the target areas of Family Ministry – which include, but are not limited to: singles, married couples, parents, developing families, divorced/separated, sponsor couples, hurting families and family leadership.
- F. Develop Family Life components for other training programs within the Diocese.
- G. Collaborate with all areas of Pastoral Services in ministering to the parishioners of the Diocese.
- H. Deliver services diocesan-wide by utilizing the deanery system.
- I. Evaluate effectiveness of Adult Formation/Family Life opportunities utilized in the Diocese and prepare recommendations for presentation to the Director of Pastoral Services.
- J. Organize opportunities for lay involvement in Adult Formation/Family Life projects.

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- K. Assist in identifying parish/deanery leaders in Adult Formation/Family Life.
- L. Participate in the preparation of budgetary and other reports; review monthly financial statements, budgets and operating plan.
- M. Perform other duties as needed or assigned.

METHODS OF ACCOUNTABILITY

- A. Through excellent oral and written communication skills and positive interpersonal relationships.
- B. Through informative, professional, compassionate and accurate assistance when working with the public including all outside agencies, church affiliated officials and all other external contacts.
- C. Through accurate, professional and timely completion of reports, memos, letters and announcements.
- D. Through positive, pro-active and creative problem solving.
- E. Through remaining informed concerning current areas of responsibility.
- F. Through compliance with the Diocese of Davenport Employee Handbook.

STANDARDS OF PERFORMANCE

- A. Efficient and effective organization and direction to Adult Formation/Family Life Coordinator's areas of responsibility.
- B. Demonstrate excellent oral and written communication.
- C. Maintenance of interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the Diocesan goals.
- G. Meet or exceed development objectives established in budgetary process.

MENTAL AND PHYSICAL REQUIREMENTS

- A. High ability to analyze and interpret information pertinent to the Adult Formation/Family Life programs.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform job duties with the physical activities of climbing, balancing, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- D. Ability to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- E. Visual acuity including color, depth perception and field of vision.
- F. Ability to maintain high levels of visual attention and sustained mental concentration for varying lengths of time.
- G. Ability to perform designated duties under frequent times pressures.

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- H. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- I. Ability to travel by automobile, as needed, in the course of the position.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. The worker is subject to both inside and outside environmental conditions including extreme cold and extreme heat.

EDUCATION, TRAINING AND EXPERIENCE

- A. A practicing Roman Catholic with a sound theology of church and parish in keeping with the theology and mission statement of the diocesan synod.
- B. A master's degree in theology, religious education or adult education in religious studies or similar field.
- C. Proven experiences in written and verbal communication

EQUIPMENT AND TOOLS

- A. Pooled automobile
- B. Multi-media equipment
- C. General office equipment

CONTRACT CONSIDERATIONS

- A. The position can expect an evaluation in the first six months of employment by the Director of Pastoral Services & Ministry Formation, with annual evaluations thereafter.
- B. Salary considerations will be commensurate with education and experience.